



## Lippincott Williams & Wilkins' Comprehensive Medical Assisting (Point (Lippincott Williams & Wilkins))

By Kronenberger RN CMA, Judy; Durham BS CMA, Laura Southard; Woodson MA MT (ASCP), Denise

Lippincott Williams & Wilkins, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: PART I Introduction to Medical Assisting  
UNIT ONE: Understanding the Profession  
Medicine and Medical Assisting Law and Ethics  
Communication Skills  
Patient Education  
The Administrative Medical Assistant  
PART II  
UNIT TWO Fundamentals of Administrative Medical Assisting  
The First Contact: Telephone and Reception  
Managing Appointments  
Written Communications  
Health Information Management:  
Electronic and Manual Computer Applications in the Medical Office  
Management of the Medical Office  
UNIT THREE  
Managing the Finances in the Practice  
Credit and Collections  
Accounting Responsibilities  
Health Insurance  
Diagnostic Coding  
Outpatient Procedural Coding  
PART III THE CLINICAL MEDICAL ASSISTANT  
UNIT FOUR Fundamentals of Clinical Medical Assisting  
Nutrition and Wellness  
Medical Asepsis and Infection Control  
Medical History and Patient Assessment  
Anthropometric Measurements and Vital Signs  
Assisting with the Physical Examination  
Sterilization and Surgical Instruments  
Assisting with Minor Office Surgery  
Pharmacology  
Preparing and Administering Medications  
Diagnostic Imaging  
Medical Office Emergencies  
UNIT FIVE Clinical Duties Related to Medical Specialties  
Dermatology  
Orthopedics  
Ophthalmology  
and Otolaryngology  
Pulmonary Medicine  
Cardiology  
Gastroenterology  
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