

# Kinns Medical Assistant Chapter 1 Study Guide

Terms in this set (20)

**Critical thinking**

The constant practice of considering all aspects of a situation when deciding what to believe or what to do

**Empathy**

Sensitivity to the individual needs and reactions of patients

**Learning style**

THE WAY an individual PERCEIVE AND PROCESS information to learn new material

**Perceiving**

How an individual LOOKS at an information and sees it as real

**Processing**

How an individual INTERNALIZES new information and makes it his or her own

**Professional behaviors**

Actions that identify the medical assistant as a member of a healthcare profession, including being DEPENDABLE, RESPECTFUL, POSITIVE ATTITUDE, TEAM MEMBER

**Reflection**

The process of CONSIDERING new information and internalizing it to create new ways of examining information

**Concrete perceiver's**

Learn information through direct experience.

# Medical Assistant Kinns Study Guide

**Brigitte Niedzwiecki, Julie Pepper, BS,  
CMA (AAMA), P. Ann Weaver, MSEd,  
MT(ASCP)**

## **Medical Assistant Kinns Study Guide:**

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Study Guide and Procedure Checklist Manual for Kinn's the Clinical Medical Assistant Deborah B. Proctor, Brigitte Niedzwiecki, Marti Garrels, Julie Pepper, Helen Mills, 2016-06-24 This study guide was created to help you to achieve the objectives of each chapter in your text and to establish a solid base of knowledge in medical assisting. Page iii Study Guide for Kinn's The Administrative Medical Assistant - E-Book Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-24 Designed to support the trusted content in Kinn's The Administrative Medical Assistant 14th Edition, this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts. It encourages critical thinking and ensures you master and apply administrative medical assisting content. This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative skills, including new certification preparation questions that offer additional practice for certification exams. A review of medical terminology and anatomy and need to know workplace applications. Trusted for more than 60 years as a key part of the student journey from classroom to career, it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant. Comprehensive coverage of all administrative procedures gives you an overview of everything you need to know to work in a medical office job. Hundreds of practice questions test your knowledge and critical thinking skills with vocabulary review, multiple choice, fill in the blank, and true/false questions. Skills practice, workplace applications, and online activities promote your critical thinking skills. Procedure checklists help you track your performance toward mastery of key skills and job readiness. Work products allow you to provide documentation to instructors or file in professional portfolios to use in job searching. Chapter by chapter correlation with the textbook allow you to test your comprehension as you go. Perforated pages are easily removed for on the go study or turn in assignments and evaluations. NEW Chapter reviews medical terminology, anatomy, and physiology and pathology to help you build a solid foundation for practice. NEW Expanded content on medical office accounts, collections, banking, and practice management covers the most dynamic topics in the modern medical office. NEW Certification Preparation questions help you focus on passing the certification exam from Day 1. NEW Expanded and updated sample certification exams help you practice and

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