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# Study Guide Answer Key

## CHAPTER 1: CARING FOR MEDICAL-SURGICAL PATIENTS

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### SHORT ANSWER

- Answers will depend on student preference for a work environment.
- Promote and maintain health
  - Prevent disease and disability
  - Assist with rehabilitation
  - Assist the dying patient to the best quality of life possible
- Attain healthy, thriving lives, and well-being free of preventable disease, disability, injury, and premature death
  - Eliminate health disparities, achieve health equity, attain health literacy to improve the health and well-being of all
  - Create social, physical, and economic environments that promote attaining full potential for health and well-being for all
  - Promote healthy development, healthy behaviors, and well-being across all life stages
  - Engage leadership, key constituents, and the public across multiple sectors to take action and design policies that improve the health and well-being of all

### Nursing Roles and Responsibilities

- Caregiver
  - Educator
  - Collaborator
  - Advocate
  - Leader
  - Delegator
- Right task
  - Right circumstances
  - Right person
  - Right direction and communication
  - Right supervision and evaluation
- Provide patient-centered care
  - Collaborate with the interdisciplinary health-care team
  - Implement evidence-based practice
  - Use quality improvement in patient care
  - Use informatics in patient care
- Any five* of these followings:
  - Teach about basic hygiene and nutrition in the context of health promotion
  - Reinforce what the RN or health-care provider teaches regarding diagnostic tests and treatments
  - Teach how to take prescribed medication and what side effects to report
  - Teach self-care activities necessary to promote rehabilitation and independence
  - Inform regarding lifestyle changes that may be required
  - Reinforce discharge instructions
  - Provide information about community resources and self-help groups

### COMPLETION

- Communication; documentation; electronic data access; and data utilization
- Capitation
- Advocate
- Standards for care
- Cost containment

### SHORT ANSWER

#### Dealing with Different Patient Behaviors

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# Medical Assisting Study Guide Answer Key

**Alexandra Patricia Young-Adams**

A red circular graphic with a gradient, appearing as a partial circle or a stylized 'C' shape, located to the right of the author's name.

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specialty context this volume introduces a new applied learning approach that focuses on the real world context required to apply theory and skills from the text to various case studies throughout the chapters All chapters begin with a scenario appropriate to the content and contextual exercises are incorporated throughout the chapter Student Skills chapters Chapters 1 and 25 equip students with skills for succeeding in the MA program and for finding a job after they complete their course of study National curriculum competencies covered in each chapter are listed in the chapter opener to help students focus on what is required for certification and familiarize them with the official language of the curricula Charting examples in all procedures cover proper documentation in the patient record to ensure accurate charting extremely important to communicating the proper information to a record user and legally protecting the practice Critical Thinking Applications featured with a specific icon appear periodically throughout a chapter and relate to the chapter opening scenario challenging students to use specific concepts to make decisions about a real life situation Applied learning approach features a scenario at the beginning of each chapter suited to that chapter s focus which is summarized at the chapter s end centering on a fictional MA who needs to make decisions and address critical issues to help students develop sound critical thinking and decision making skills Many new chapter features including an all new interior design tighter focus new color palette and fresh icons enliven this edition and make information easy to follow Increased emphasis on medical terminology features a vocabulary spelling and terminology review in the Student Study Guide and bolded words within the chapter to reinforce medical terminology in context Figures have been revised replaced and augmented to accurately reflect the current medical office environment and provide clearer graphics more images of equipment more disease examples and better illustration of key procedural steps Major websites related to the field are provided to help MA students to find more information online and stay current with business news and medical industry developments Transdisciplinary themes are introduced in an applied context legal ethical communication professionalism patient education and office management woven throughout the chapters in scenarios and in critical thinking applications Two new coding chapters Chapters 15 16 separate coding information into two distinct chapters for increased focus on this essential administrative skill presenting sufficient background to get started in this area Revised organization more closely aligns the book s progression with the AAMA and RMA curricula grouping topics together more logically Contextual exercises and applications are incorporated throughout the chapters Content has been reworked and updated to provide more real world emphasis

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