

# Medical Assistant Exam Prep

1. Which body cavity contains the lungs?

- A. Thoracic
- B. Pleural
- C. Spinal
- D. Abdominal

2. What does warfarin do?

- A. Relax the blood vessels.
- B. Prevent seizures.
- C. Prevent coagulation and thrombus formation.
- D. Reduce anxiety.

3. How can a medical assistant confirm a patient's identity?

- A. No need to ask because they came to the clinic.
- B. Just the patient name is fine.
- C. Patient's full name and DOB.
- D. Patient's address and mother name.

4. Which of the following terms means "high blood pressure"?

- A. Hypotension
- B. Hypopnea
- C. Hyperlipidemia
- D. Hypertension

5. What is a regular respiratory rate for an adult per minute?

- A. 4-10
- B. 32-37
- C. 12-20
- D. 19-30

6. What are the correct patient examination techniques?

- A. Hearing, palpation, smelling, measuring, feeling and seeing.
- B. Seeing how tall, explaining, palpitation, and measuring.
- C. Observation, palpation, percussion, auscultation, manipulation, and mensuration.
- D. Ultrasound, observation, smelling, hearing, feeling, and movement.

7. What type of organism causes yeast infection?

- A. Virus
- B. Fungi

# Medical Assistant Study Guide Answer Key

**Alexandra Patricia Young-Adams**

## **Medical Assistant Study Guide Answer Key:**

**Curriculum Materials for Trade and Industrial Education, 1963** ,1964      Vocational Division Bulletin United States. Division of Vocational and Technical Education,1939      *Vocational Division Bulletin* ,1962      **Vocational Education Bulletin** United States. Division of Vocational Education,1961      **Student Study Guide to Accompany Kinn's the Clinical Medical Assistant** Tammy B. Morton,2003-06 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course      **Kinn's The Medical Assistant** Alexandra Patricia Young-Adams,2003

**Clinical Procedures for Medical Assistants - E-Book** Kathy Bonewit-West,2015-01-06 Learn the procedures and skills you need to succeed as a medical assistant Clinical Procedures for Medical Assistants 9th Edition provides clear step by step instructions for common office procedures such as taking vital signs collecting and processing lab specimens preparing patients for examinations and assisting with office surgeries Written by expert educator Kathy Bonewit West this full color edition covers the latest competencies and topics in today s medical assisting practice including emergency preparedness and the updated fecal occult blood testing procedure The Evolve companion website includes videos of 84 procedures described in the book preparing you to become a competent clinical medical assistant Over 120 procedures are presented in a clear illustrated step by step format with online videos showing 84 of the procedures in action Chapter outlines and learning objectives prepare you for the skills and concepts you will be learning What Would You Do What Would You Not Do case studies challenge you to apply your knowledge to realistic medical office situations with a practitioner s response at the end of chapters Putting It All Into Practice and Memories from Practicum boxes feature real medical assistants sharing personal on the job experiences Key Terms and Terminology Review help you master medical assisting terminology Charting examples help you understand the process for charting your own procedures Patient Teaching boxes prepare you for effective communication with detailed instructions on how to answer questions and how to explain medical concepts and procedures Student resources on the Evolve companion website offer a fun way to practice your medical assisting knowledge with animations games such as Quiz Show and Road to Recovery drag and drop exercises Apply Your Knowledge exercises matching exercises and other interactive activities blood pressure readings determining height and weight drawing up medication as well as all video procedures and practicum activities UPDATED fecal occult blood testing procedure includes new video demonstrating this procedure UPDATED examples of medical assistants using an EHR are demonstrated in the video procedures showing the use of electronic charting Updated venipuncture photos show how to perform venipuncture UPDATED content also includes topics such as the medical record including HIPAA electronic medical records and advanced

directives emergency preparedness the use of computer technology medical asepsis AIDS latex glove allergies vital signs including temporal artery thermometer pulse oximetry and the significance of pulse pressure pediatrics including immunization information and IM injection theory the colonoscopy IV therapy and the latest CLIA waived tests All 84 procedure videos are now available on the Evolve companion website for convenient viewing [Workbook for Clinical Medical Assisting](#) Frazier, Margaret Schell Frazier, Connie Morgan, 2008-01-05 **Kinn's the Administrative Medical Assistant** Alexandra Patricia Young-Adams, 2003 This text helps students master the skills needed in the front office of a physician practice drawn from the administrative material covered in the comprehensive book Kinn's The Medical Assistant An Applied Learning Approach 9th Edition complimenting its clinical counterpart Kinn's The Clinical Medical Assistant Building on Kinn's unique approach of teaching skills within the medical 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 *Kinn's The Medical Assistant* Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, Marti Garrels, Helen Mills, 2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom Basics of Diagnostic Coding prepares you to use the ICD 10 coding system Learning objectives listed in the same order as content makes it easy to review material Clinical procedures integrated into the TOC give you a quick reference point Professional behavior boxes provide guidelines on how to interact with patients families and coworkers Patient education and legal and ethical issues are described in relation to the Medical Assistant's job Applied approach to learning helps you use what you've learned in the clinical setting Learning objectives and vocabulary with definitions highlight what's important in each chapter Critical thinking applications test your understanding of the content Step by step procedures explain complex conditions and abstract concepts Rationales for each procedure clarify the need for each step and explains why it's being performed Portfolio builder helps you demonstrate your mastery of the material to potential employers NEW Chapter on The Health Record reviews how you'll be working with a patient's medical record NEW Chapter on Technology in the Medical Office introduces you to the role EHR technology plays in the medical office NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job NEW Clinical procedure videos helps you visualize and review key procedures **Clinical Procedures for Medical Assisting** Barbara Ramutkowski, 2005 Clinical Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPAA regulations OSHA guidelines and clinical diagnostic testing such as hemoglobin A1c diabetes testing It also includes coverage of procedures and the coverage of Anatomy and Physiology is increased significantly It trains students on clinical procedures infection control anatomy and physiology assisting with patients medical emergencies and first aid laboratory procedures nutrition pharmacology diagnostic equipment and much more

**Kinn's The Administrative Medical Assistant E-Book** Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, 2016-05-13 Administrative Medical Assisting begins with Kinn Elsevier's Kinn's The Administrative Medical Assistant 13th Edition provides you with the real world administrative skills that are essential to working in the modern medical office

An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today's healthcare setting. Paired with our adaptive solutions EHR documentation ICD 10 coverage and detailed procedural videos you will learn the professional and interpersonal skills of modern administrative medical assisting. Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior boxes provide guidelines on how to interact with patients families and coworkers. Step by step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW Administrative procedure videos helps you visualize and review key procedures. NEW Chapter on Competency Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD 10 coding system. Saunders Fundamentals of Medical Assisting Sue A. Hunt, Jon Zonderman, 2001-10. This new comprehensive medical assisting text with supplemental materials provides an innovative interactive visual well written package focusing on the impact of managed care and current health care trends. It reflects a realistic perspective of the busy medical office environment in which today's medical assistants work. The book is logically organized to follow the way a patient moves through the medical office from the time they check in at the front desk to their clinical experience and back to the front desk for checkout. Each chapter refers students to internet resources and is linked to various supplements for further study and practice. Kinn's The Clinical Medical Assistant Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Marti Garrels, Helen Mills, 2016-05-10. Clinical Medical Assisting begins with Kinn Elsevier's Kinn's The Clinical Medical Assistant 13th Edition provides you with the real world clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with medications, diagnostic procedures and surgeries. Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern clinical medical assisting in the classroom. Applied approach to learning helps you use what you've learned in the clinical setting. Clinical procedures integrated into the TOC provide you with a quick reference. Detailed learning objectives and vocabulary with definitions highlight what's important in each chapter. Step by step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it's being performed. Critical thinking applications test your understanding of the content. Patient education and legal and ethical issues are described in relation to the clinical Medical Assistant's job.

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**Administrative Medical Assistant** Tammy B. Morton, 2003-06-17 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course

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EMC/Paradigm Publishing,2002      *Host Bibliographic Record for Boundwith Item Barcode 30112106524124 and Others*  
,2013      **Clinical Medical Assisting** Margaret Schell Frazier,Connie Morgan,2007-07 Meeting the highest standards outlined by ABHES and CAAHEP this is the definitive clinical medical assisting book today A unique body systems approach sets the stage for this modern and up to date clinical medical assisting book material Section I discusses the primary concepts and dynamics of medical assisting The second section advances the student into the medical office the physician office lab POL asepsis and minor surgery Pharmacology and medication administration are also addressed The book moves on to the third section diagnostic testing in the medical office The fourth section covers medical specialties and testing and the fifth deals with medical specialties The sixth and final section covers nontraditional medicine

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