

Features:

- **Consistent, meticulous coverage** ensures alignment of all content throughout the text, on the Evolve companion website, and in the study guide.
- **More than 90 illustrated procedures** offer step-by-step guidance with many featuring accompanying online videos.
- **Learning features** focus on case-based critical thinking, patient education, legal issues, practice tips, and documentation examples.
- **Student resources on Evolve** include video procedures with evaluation quizzes, case-based quizzes, *SimChart® for the Medical Office* documentation exercises, sample certification exams, practicum activities, and interactive activities.

New To This Edition:

- **NEW! 2022 medical assisting competencies throughout** represent the latest educational standards approved by CAAHEP and ABHES.
- **NEW! Updated content and skills** address electronic prescribing of medications, computer-generated laboratory results and reports, nutritional guidelines, OSHA standards for infection control and prevention, emergency preparedness, and the latest clinical guidelines.
- **NEW! Art program features more than 200 new illustrations** for procedures, equipment, and supplies used in the modern medical office.

Περιεχόμενα:

- 1 The Medical Record and Health History
- 2 Medical Asepsis and the OSHA Standard
- 3 Sterilization and Disinfection
- 4 Vital Signs
- 5 The Physical Examination
- 6 Eye and Ear Assessment and Procedures
- 7 Physical Agents to Promote Tissue Healing
- 8 The Gynecologic Examination and Prenatal Care
- 9 The Pediatric Examination
- 10 Minor Office Surgery
- 11 Administration of Medication and Intravenous Therapy
- 12 Cardiopulmonary Procedures
- 13 Colorectal and Male Reproductive Tests and Procedures
- 14 Radiology and Diagnostic Imaging
- 15 Introduction to the Clinical Laboratory
- 16 Urinalysis
- 17 Phlebotomy
- 18 Hematology
- 19 Blood Chemistry and Immunology
- 20 Medical Microbiology
- 21 Nutrition
- 22 Emergency Preparedness and Protective Practices
- 23 Emergency Medical Procedures and First Aid

GLOSSARY INDEX