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Book Scheduling ✓✓Hard copy appointment book

Wave Booking ✓✓Patients are scheduled at the same time each hour to create short-term flexibility each hour.

Modified Wave Booking ✓✓Wave booking can be modified in a couple of different ways. One example of this approach is to schedule two patients to come at 9 a.m. and one patient at 9:30 a.m. This hourly cycle is repeated throughout the day.

Double Booking ✓✓Two patients are scheduled to come at the same time to see the same physician.

Stream/time-Specific Scheduling ✓✓Scheduling patients for specific times at regular intervals. The amount of time allotted depends on the reason for the visit.

Administrative Medical Assistant Study Guide

Kathy Bonewit-West, Julie Pepper



Administrative Medical Assistant Study Guide:

Study Guide for Today's Medical Assistant Kathy Bonewit-West, Sue Hunt, Edith Applegate, MS, 2012-10 Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs A pretest and posttest in each chapter measure your understanding with 10 true false questions Key term assessments include exercises to help in reviewing and mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate progress and prepare for the certification examination Critical thinking activities let you apply your knowledge to real life situations Practice for Competency sections offer extra practice on clinical skills presented in the book Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards Updated content includes exercises for topics such as electronic medical records advanced directives HIPAA emergency preparedness ICD 10 coding documentation medical office technology medical asepsis vital signs pediatrics colonoscopy IV therapy and CLIA waived tests New activities provide practice for the Today's Medical Assistant textbook's newest and most up to date content New Emergency Protective Practices for the Medical Office chapter includes procedures critical thinking questions and other activities to help you understand emergency preparedness New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step by step guide to this important procedure New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs New practicum and externship activities on Evolve provide practice with real world scenarios

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Kinn's The Administrative Medical Assistant - Text and Study Guide Package Brigitte Niedzwiecki,Brigitte Niedzwiecki, RN, MSN, RMA,Julie Pepper,Julie Pepper, BS, CMA (AAMA),2022-12

CMAA Study Guide 2019 & 2020 Points Exam Prep Team,2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam

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Medical Assistant - Text and Study Guide Package Deborah B. Proctor, Deborah B. Proctor, EdD, RN, CMA, 2019-11 Study Guide for Today's Medical Assistant Kathy Bonewit-West, Sue Hunt, Edith Applegate, Edith MS Applegate, MS, 2015-09-30

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