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established, widely utilized, and reliable resource in dental assisting! As a dental assistant, you will be expected to take on an increasing number of clinical and administrative responsibilities to stay competitive. DENTAL

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ASSISTING: A COMPREHENSIVE APPROACH delivers inclusive coverage of the basic and advanced clinical skills you need to master. This complete learning system includes the most current information on leading dental

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practices/procedures, equipment, and patient safety standards, as well as, incorporates animation, video, step-by-step photo illustrations, real life case studies, and dynamic review materials. Quite simply, this best-seller is a trusted resource for

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any dental assistant preparing for a successful career in the field.

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Accompanying CD-ROM has two programs, Saunders interactive dental office and Saunders dental assisting video procedures to aid in patient care, radiographs, charting, international systems, and dental terminology; also includes an

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applicability and future effect ...
with ancillaries.

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instructions and examples of best
practices,

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DENTAL ASSISTING: A

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resource that equips aspiring dental
assistants with the knowledge and
confidence for success. Dental
assistants need to master many skill
while taking on increasing

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responsibilities, from basic practices and procedures to advanced clinical competencies and patient safety -- and this book covers it all. Written to encompass CODA accreditation standards and DANB certification competencies, this complete

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Strengthen your knowledge base as well as the critical skills and

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*behaviors needed to become
a successful entry-level
medical assistant with
Blesi's MEDICAL ASSISTING:
ADMINISTRATIVE AND
CLINICAL COMPETENCIES, 9E.
Clear and easy to*

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*understand, this
streamlined edition now
includes a complete,
updated section on the
structure and function of
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medical terminology*

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***presented in context.
Updates highlight the
latest information in
nutrition, the Affordable
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on increasing your personal effectiveness as you study professionalism, teamwork and time management. New chapters also discuss geriatrics and mental health --

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advantage that will serve you well as you pursue a career in medical assisting today. Important Notice: Media content referenced within the product description or the

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*This new textbook uses a
multidisciplinary,
integrated approach to
learning that truly*

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reflects the real world in which MAs practice, whether they're focused on the front or back office. From beginning to end, it offers comprehensive, competency-based coverage,

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popular text that has been
updated with the latest
developments in the field.***

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medical assistants today
must perform complex
tasks, possess strong
computer and patient
screening skills, and
communicate effectively***

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*with patients and other
medical professionals.*

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Edition, gives you the**

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***confidence to succeed in
this demanding profession
by thinking on a higher
level, developing critical
problem-solving skills,
and mastering the
necessary clinical***

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***successful, professional
clinical medical
assistant. Important
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Assistant*

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Professional Conduct

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needed for success in today's fast-paced medical office. Not only does this new edition incorporate the latest standards and competencies throughout all of its content and resources, but it also includes an incredibly wide assortment of

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modern medical assistant. The most up-to-date content outfits readers with the latest information and insights on key topics such as: electronic medical records (EMR), HIPAA, and advanced directives documentation, evaluation &

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management, office and hospital services (billing & coding)
emergency preparedness ICD-10 coding medical office technology
medical asepsis, OSHA Bloodborne Pathogens Standard; AIDS & Hepatitis, latex glove allergies vital

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signs pediatrics, immunization
information, IM injection (theory),
child abuse colonoscopies IV
therapy CLIA waived tests Unique
learning aids throughout the book
include: procedure charting
examples outlines, detailed learning

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and illustrations give readers a closer look at today's most pertinent information and skills for the medical assistant. NEW! Expanded A&P key terminology sections give readers ample terminology reinforcement,

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including proper pronunciations. Reinforce your understanding of the dental assisting skills described in Modern Dental Assisting, 11th Edition! With chapters corresponding to the chapters in Bird & Robinson's bestselling

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textbook, this workbook includes practice questions and exercises, competency skill sheets for practice with dental assisting procedures, and detachable flashcards for convenient review. Case-based questions help you master the

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with an administrative skills CD-ROM
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***medical records (EMR),
HIPAA, and advanced
directives documentation,
evaluation & management,
office and hospital services
(billing & coding) emergency
preparedness ICD-10 coding***

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***medical office technology
medical asepsis, OSHA
Bloodborne Pathogens
Standard; AIDS & Hepatitis,
latex glove allergies vital signs
pediatrics, immunization
information, IM injection***

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***(theory), child abuse
colonoscopies IV therapy CLIA
waived tests Unique learning
aids throughout the book
include: procedure charting
examples outlines, detailed
learning objectives, and key***

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terms for each chapter

*Highlight boxes What Would
You Do? What Would You Not
Do? boxes Patient Teaching
boxes On the Web boxes
Putting It All into Practice
boxes Memories from*

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makes the book visually
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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.

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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

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***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***

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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

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Debbie Robinson offer chapter-by-chapter practice questions and exercises, competency skill sheets, flashcards, procedure reviews, and case studies to help you master the content in your textbook. It ' s essential in helping you master the skills you need for clinical success.

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Comprehensive practice exercises for each chapter (short answer, fill-in-the-blank, and multiple-choice questions and labeling exercises) help you master key terminology and important concepts. A multimedia review section refers you to relevant procedure videos on the text's Multimedia

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Procedures DVD to visually reinforce your understanding of chapter content. Patient case exercises section directs you to patient information on the companion Evolve website 's Interactive Dental Office, including related medical and dental histories, radiographs, and charting information

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to will help you answer questions that reinforce chapter content and help you develop clinical decision-making skills. Competency skill sheets provide clear guidelines for each skill and help you evaluate your strengths and weaknesses in performing procedural skills. Pages are also perforated so

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review of key information necessary to prepare for examinations. Brief case scenarios with accompanying questions challenge you to apply key clinical concepts and prepare you for real world practice. Competency skills checklists are provided for all procedures new to the textbook,

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including use of the caries detection device, applying fluoride varnish, taking a patient's pulse oximetry and ECG, performing intraoral and extraoral photography, and performing radiography with digital sensors and phosphor storage plates. Patient form activities offer valuable practice filling

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medical histories, recording vital signs, explaining procedures, and assisting care providers during exams, as well as administrative duties including managing patient information, electronic medical records (EMR), insurance documentation, billing, and bookkeeping. In addition, chapter

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material and learning objectives are clearly mapped to ABHES, CAAHEP, and MAERB competencies, with an increased focus on professionalism and personal effectiveness, to help you hone practical, real-world skills and prepare for certification. The guide also supports effective learning with a

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in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain

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each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your

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clients, colleagues and the courts.

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