



# Prentice Hall Health Outline Review for the Medical Assistant (2nd Edition)

*Marsha Perkins Hemby BA RN CMA*

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BA RN CMA

This easy-to-follow reference guide provides users with an outline format of critical areas of medical assisting. A valuable resource for medical office personnel, it contains numerous explanations, key terms, questions and answers, and illustrations. Chapter topics include anatomy and physiology, professionalism, patient communication, medical law, written communication, office equipment, medical records, appointment processes, office management, health insurance, infection control, and emergencies and first aid. For lab assistants, medical assistants, insurance clerks, medical secretaries, and receptionists.

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