

STUDENT WORKBOOK

Linda J. Gaylor

The Administrative Dental Assistant

4th
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Linda J. Gaylor



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American Book Publishing Record ,2003

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Minihan-Anderson,2023-04-07 Selected for Doody's Core Titles 2024 in Dental Hygiene Auxiliaries Learn professional practical ways to handle ethical and legal issues in dental practice Ethics and Law in Dental Hygiene 4th Edition provides a solid foundation in ethical theory and laws relating to oral healthcare professionals including ethical conduct and social responsibility An ethical decision making model helps you unpack and analyze ethical dilemmas and case scenarios challenge you to apply concepts to the real world Written by a team of experts led by educator Kristin Minihan Anderson this book helps Dental Hygiene students prepare for the NBDHE exam and also serves as a valuable reference for practitioners looking to continue their professional growth Dental hygiene focused coverage highlights need to know concepts and information on ethics and law Logical organization of content includes separate sections on ethics law and simulations and applications of both building a solid foundation for practical application Concepts with real world relevance make it easier to apply your knowledge to everyday situations Six step decision making model provides a framework with which to tackle ethical situations Chapters on legal concepts include information on risk management and state dental practice legislation Key terms are defined in each chapter and in the glossary Key vocabulary helps you understand complex content NEW Updated illustrations visually support key content NEW Updated case studies include realistic scenarios helping students explore a wide range of situations and practice making sound ethical and legal decisions NEW Updated testlets use short clinical scenarios to help students develop skills in critical thinking and problem solving and prepare for the case based component of the National Board Dental Hygiene Examination NBDHE

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

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