



# Medical Assisting: Administrative and Clinical Procedures

*Barbara Ramutkowski, Kathryn A. Booth, Donna Jeanne Pugh, Sharion Thomson, Leesa Whicker*

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Medical Assisting, Third Edition addresses the most current competencies for medical assisting certification, CPR procedures, coding and insurance billing requirements, HIPAA regulation, OSHA guidelines, and clinical diagnostic testing such as hemoglobin A1c (diabetes) testing. Thorough coverage of procedures remains an asset and Anatomy & Physiology coverage is included in separate chapters. It trains students on medical office administrative procedures and equipment, clinical procedures, infection control, anatomy and physiology, assisting with patients, medical emergencies and first aid, laboratory procedures, nutrition, pharmacology, diagnostic equipment, and much more.

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