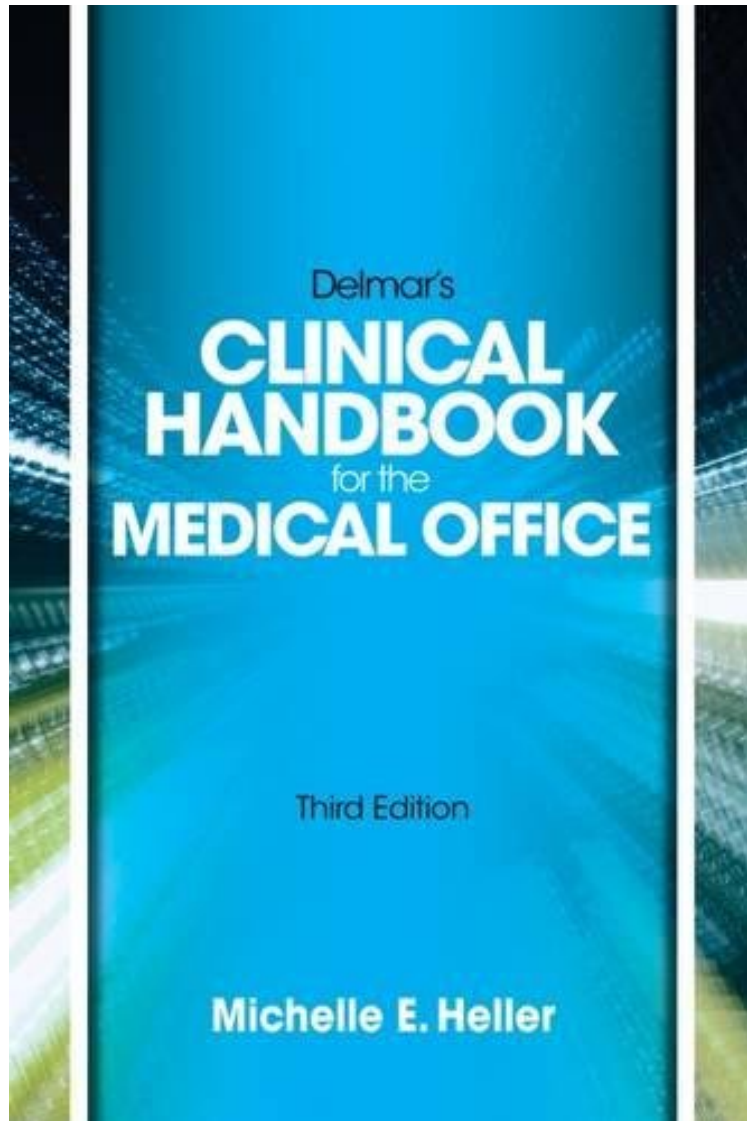


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## Delmar Learnings Clinical Handbook for the Medical Office, Spiral bound Version

*Michelle Heller*

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Delmar's **CLINICAL HANDBOOK FOR THE MEDICAL OFFICE**, 3rd Edition explains the medical assisting duties performed in offices and clinical settings today. Organized in a chart format for quick reference and easy reading, the book explores documentation, terms and abbreviations, telephone assessments, lab and x-ray procedures, commonly prescribed drugs, and much more. This ideal reference for anyone in ambulatory care also includes sections on OB-GYN and pediatric screening and procedures, as well as an all-new, coordinating pocket guide--for medical assisting on the move!

**About the Author** Currently a faculty member at Columbus State Community College, Michelle Heller has worked in health care and health care education for the past 30 years. She has received a variety of "Outstanding Teacher" awards from institutions in which she has taught, as well as the Ohio Council of Private Career Schools and Colleges. A frequent presenter and the author of multiple textbooks, Heller has served as both director of education and director of the Medical Assisting Program for the Ohio Institute of Health Careers. She also serves on the ABHES Medical Assisting programmatic accreditation committee.