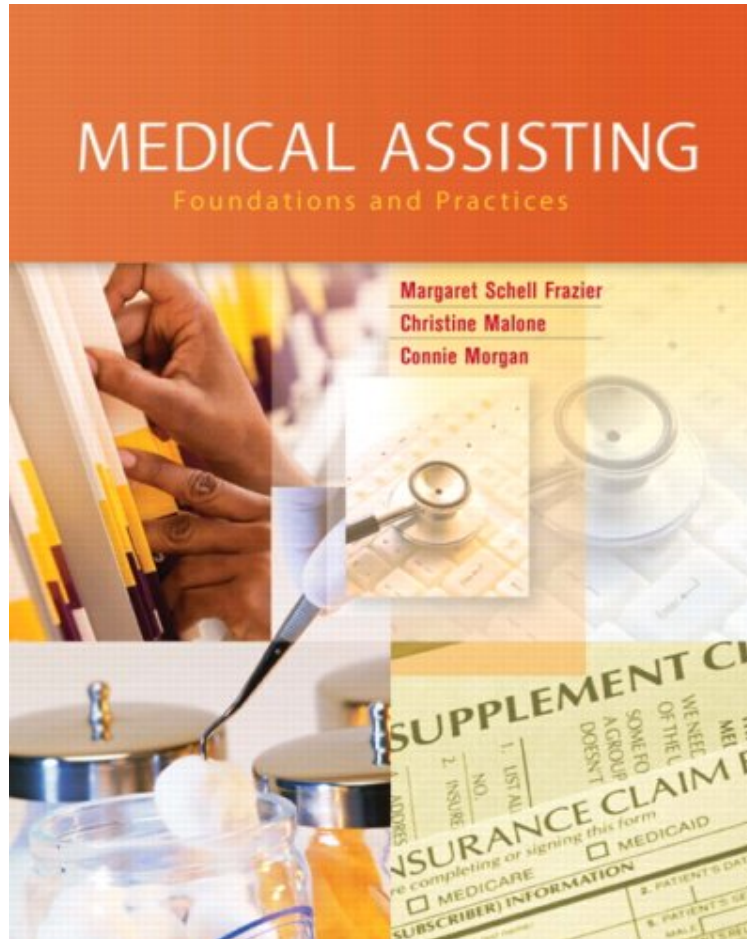


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This book is a concentrated study of the foundations and practices of Medical Assisting and contains everything you need to know to succeed as a medical assistant. Each chapter begins with a description of the medical assistant's specific role as it pertains to the content presented in the chapter and also includes CAAHEP entry-level competencies for CMAs and ABHES entry-level competencies for RMA's. A list of competencies appears in chapters in which procedures are presented. For each competency, theory is discussed, required materials are listed, and the procedure is presented in the proper format with the task, conditions, and a space for the instructor to add the

required standard (time limits, required accuracy, or necessary achievement).