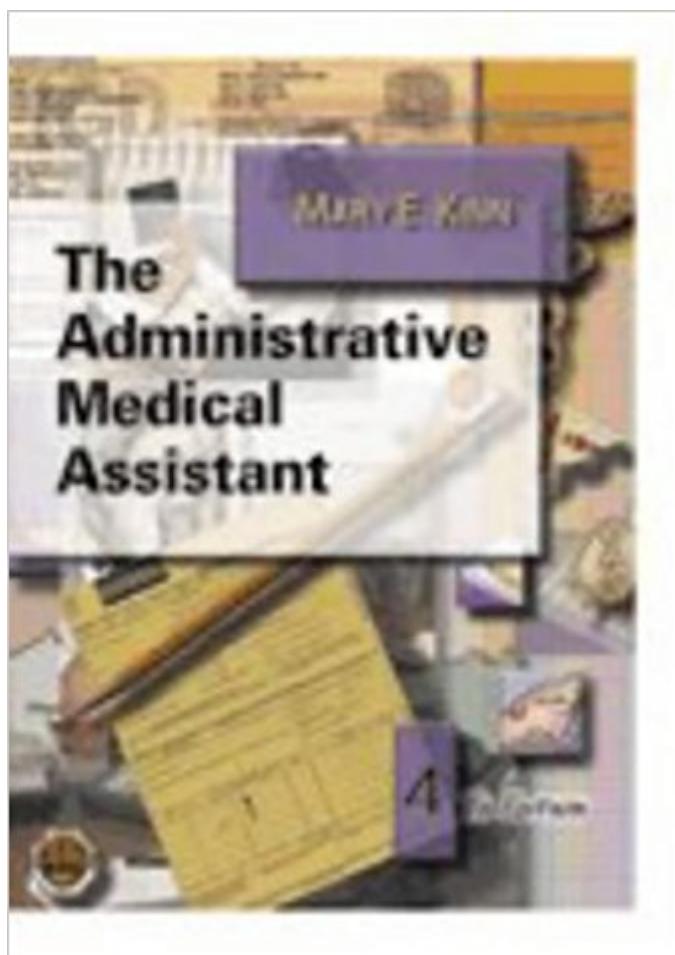


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Synopsis

This text is the authority on the administrative skills needed for effective medical assisting professionals. It has been updated and revised to include all topics and skills such as those required by the American Association of Medical Assistants for entry level medical assisting. The text provides essential theory, skills and reinforcement exercises to ensure passage of the Medical Assisting Certification Exam. This edition features high-quality four-color illustrations, critical thinking exercises and follow-up answers at the conclusion of each chapter. It also includes a free CD-ROM packaged with the book.

Book Information

Paperback: 459 pages

Publisher: Saunders; 4th edition (May 15, 1999)

Language: English

ISBN-10: 0721672930

ISBN-13: 978-0721672939

Product Dimensions: 0.8 x 8.5 x 11 inches

Shipping Weight: 2.9 pounds

Average Customer Review: 4.0 out of 5 stars 2 customer reviews

Best Sellers Rank: #6,062,972 in Books (See Top 100 in Books) #87 in Books > Medical Books > Allied Health Professions > Medical Transcription #418 in Books > Medical Books > Allied Health Professions > Physician Assistants #2479 in Books > Textbooks > Medicine & Health Sciences > Allied Health Services > Medical Assistants

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