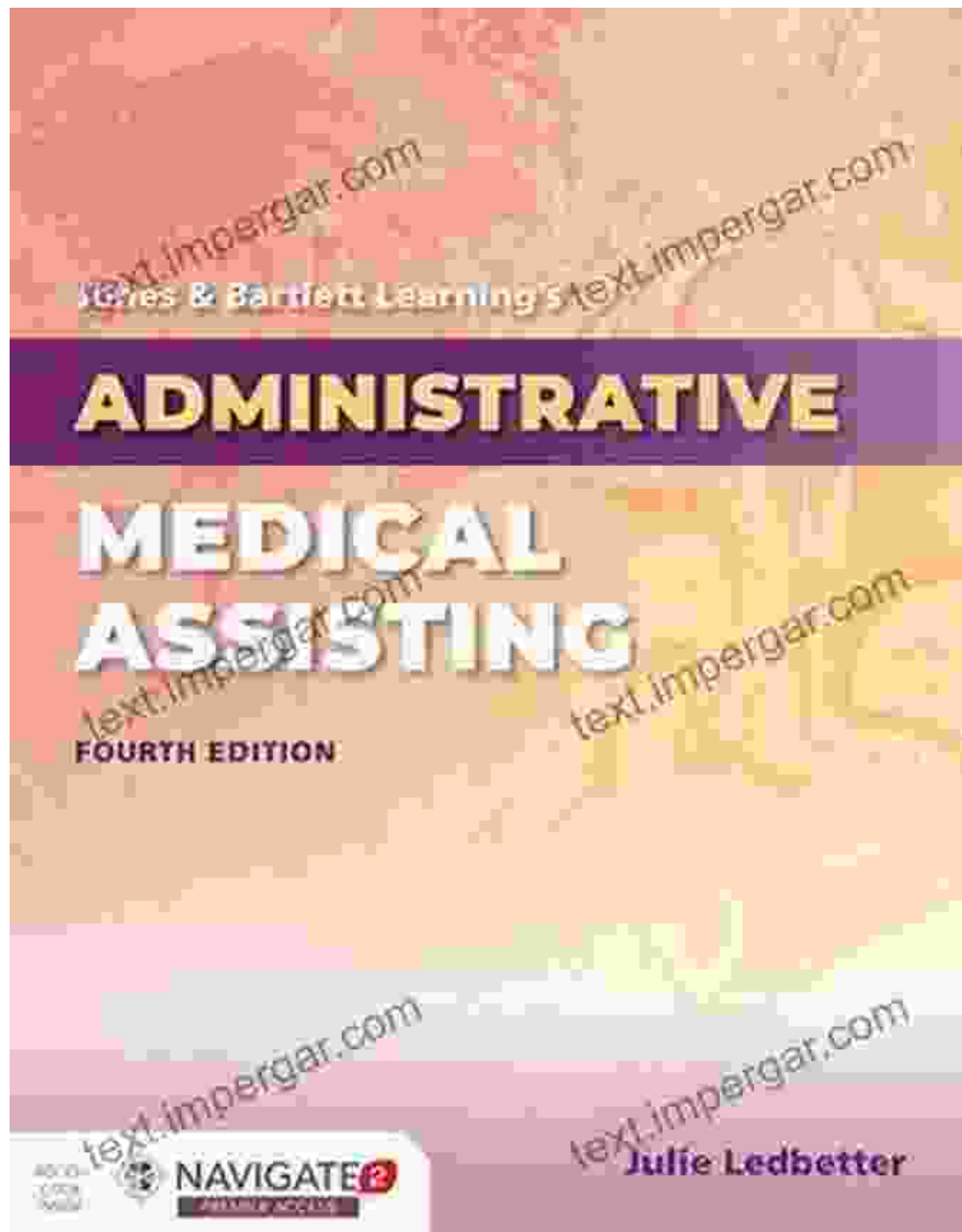


# Jones Bartlett Learning Administrative Medical Assisting: Your Guide to Success



Embark on a Rewarding Journey in Healthcare with Jones Bartlett  
Learning Administrative Medical Assisting



## Jones & Bartlett Learning's Administrative Medical

### Assisting by Robyn L. Coburn

★★★★★ 5 out of 5

Language	: English
File size	: 37761 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Print length	: 452 pages



Are you passionate about healthcare but unsure of your career path? Look no further than Jones Bartlett Learning Administrative Medical Assisting, a comprehensive textbook that equips you with the essential knowledge and skills to thrive as an Administrative Medical Assistant.

### **Unveiling the Multifaceted Role of an Administrative Medical Assistant**

In today's healthcare landscape, Administrative Medical Assistants play a pivotal role, serving as the backbone of medical offices and healthcare facilities. They perform a wide range of administrative and clinical tasks, including:

- Scheduling appointments and managing patient records
- Performing insurance verification and billing
- Assisting with patient care, including taking vital signs and providing emotional support
- Maintaining office supplies, equipment, and inventory
- Supporting physicians and other healthcare professionals

## **Why Choose Jones Bartlett Learning Administrative Medical Assisting?**

Amongst the plethora of textbooks available, Jones Bartlett Learning Administrative Medical Assisting stands out as an exceptional resource for aspiring Administrative Medical Assistants.

**Comprehensive and Up-to-Date:** Our textbook covers the latest industry practices and regulations, ensuring that you are equipped with the most current knowledge and skills.

**Engaging and Accessible:** Written in a clear and concise style, our textbook makes learning effortless and enjoyable. Case studies and real-world examples bring concepts to life, facilitating your understanding.

**Skills-Oriented Approach:** Throughout our textbook, we emphasize practical skills development. Step-by-step instructions and hands-on exercises prepare you for the daily challenges of an Administrative Medical Assisting role.

**Certified and Recognized:** Our textbook meets the Educational Guidelines of the American Association of Medical Assistants (AAMA), ensuring that you are well-prepared to succeed in the Certified Medical Administrative Assistant (CMAA) exam.

### **Exceptional Features for Your Success**

To enhance your learning experience, Jones Bartlett Learning Administrative Medical Assisting offers a wealth of unique features, including:

- **Interactive Quizzes and Activities:** Test your understanding and solidify your knowledge with interactive quizzes and engaging activities.
- **Case Studies and Role-Playing Scenarios:** Immerse yourself in real-world scenarios and develop your problem-solving and decision-making skills.
- **Online Resources:** Access supplemental materials, including videos, animations, and practice questions, to further your learning outside the classroom.
- **Glossary and Index:** Easily navigate the textbook and quickly locate important concepts and definitions.

## **Empower Your Future in Healthcare**

With Jones Bartlett Learning Administrative Medical Assisting, you gain the knowledge, skills, and confidence to launch a fulfilling career in healthcare. By mastering the principles and practices outlined in our textbook, you can:

- Secure a rewarding position as an Administrative Medical Assistant
- Contribute to the efficient functioning of medical offices and healthcare facilities
- Earn a competitive salary and enjoy a stable career path
- Make a meaningful difference in the lives of patients and their families

**Don't delay your journey to success. Free Download your copy of Jones Bartlett Learning Administrative Medical Assisting today and pave the way for a thriving career in healthcare.**

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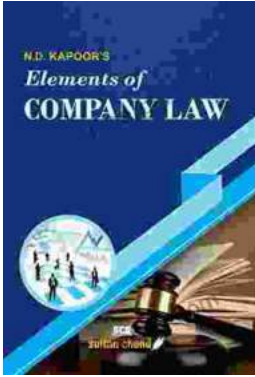
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