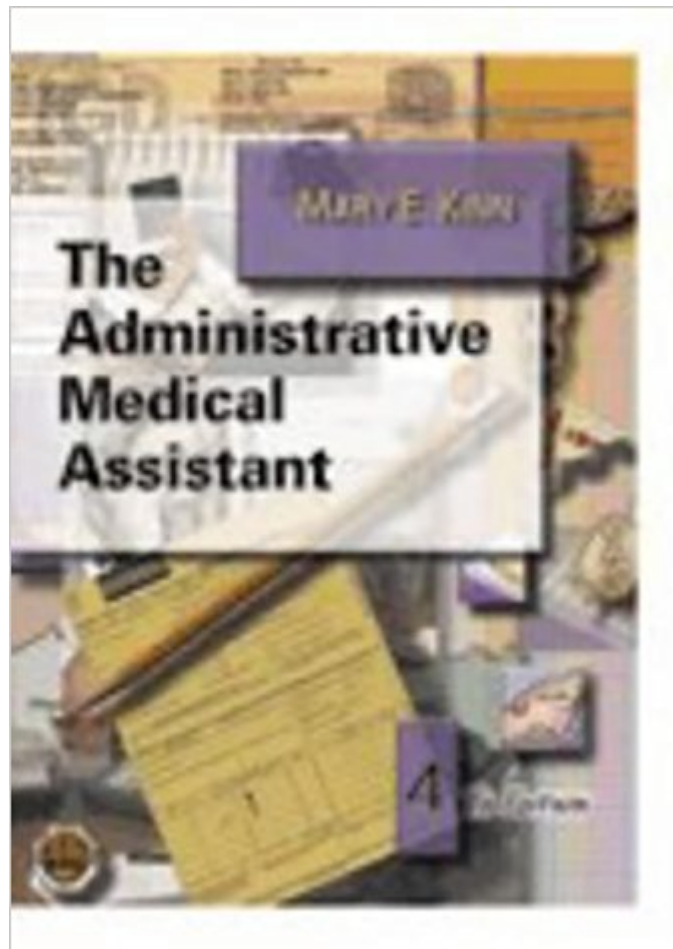


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Synopsis

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.

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