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letter writing was widespread in the graeco roman world as indicated by the large number of surviving letters and their extensive coverage of all social categories despite a large amount of work that has been done on the topic of ancient epistolography material and formatting conventions have remained underexplored mainly due to the difficulty of accessing images of letters in the past thanks to the increasing availability of digital images and the appearance of more detailed and sophisticated editions we are now in a position to study such aspects this book examines the development of letter writing conventions from the archaic to roman times and is based on a wide corpus of letters that survive on their original material substrates the bulk of the material is from egypt but the study takes account of comparative evidence from other regions of the graeco roman world through analysis of developments in the use of letters variations in formatting conventions layout and authentication patterns according to the sociocultural background and communicational needs of writers this book sheds light on changing trends in epistolary practice in graeco roman society over a period of roughly eight hundred years this book will appeal to scholars of epistolography papyrology palaeography classics cultural history of the graeco roman world

once nearly as ubiquitous as dictionaries and cookbooks are today letter writing manuals and their predecessors served to instruct individuals not only on the art of letter composition but also in effect on personal conduct poster and mitchell contend

that the study of letter writing theory which bridges rhetorical theory and grammatical studies represents an emerging discipline in need of definition in this volume they gather the contributions of eleven experts to sketch the contours of epistolary theory and collect the historic and bibliographic materials from isocrates to email that form the basis for its study

master the clinical and administrative competencies you need to succeed as a medical assistant kinn s medical assisting fundamentals 2nd edition covers the administrative and clinical knowledge skills and procedures that are essential to patient care a reader friendly approach and focus on foundational content including medical terminology anatomy and physiology basic math calculations and soft skills provide a solid foundation for the key skills and procedures at the heart of medical assisting practice an applied learning approach organizes content around realistic case scenarios the 2nd edition adds coverage of intravenous procedures catheterization and limited scope radiography to address competencies approved in many states this practical text will prepare you to launch a successful medical assisting career easy to understand writing style is appropriate for all levels of learners in all types of medical assisting programs emphasis on foundational content includes in depth coverage of anatomy and physiology medical terminology basic math calculations and job readiness to build a strong base of knowledge illustrated step by step procedure boxes demonstrate how to perform and document key administrative and clinical skills content supports medical assisting certification test plans to help you prepare for board examinations real world scenario in each chapter presents a situation for you to follow as you read through the material helping you understand and apply key concepts as they are presented learning features include key terms and definitions being professional boxes study tips critical thinking exercises and review and summary sections all focusing on developing the soft skills that employers seek when hiring chapter learning tools include terms with definitions study tips critical thinking boxes and review and summary sections medical terminology boxes highlight chapter related medical terms to help you learn word parts pronunciation and definitions evolve website includes skills videos chapter quizzes five practice certification exams and a portfolio builder new chapters on

intravenous procedures and limited scope radiography provide coverage of expanded medical assisting functions approved in many states new expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding ma roles and more

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comprehensive medical assisting begins with kinn elsevier s 60th anniversary edition of kinn s the medical assistant 13th edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office an applied learning approach to the ma curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today s healthcare setting paired with our adaptive solutions real world simulations ehr documentation and hesi remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom basics of diagnostic coding prepares you to use the icd 10 coding system learning objectives listed in the same order as content makes it easy to review material clinical procedures integrated into the toc give you a quick reference point professional behavior boxes provide guidelines on how to interact with patients families and coworkers patient education and legal and ethical issues are described in relation to the medical assistant s job applied approach to learning helps you use what you ve learned in the clinical setting learning objectives and vocabulary with definitions highlight what s important in each chapter critical thinking applications test your understanding of the content step by step procedures explain complex conditions and abstract concepts rationales for each procedure clarify the need for each step and explains why it s being performed portfolio builder helps you demonstrate your mastery of the material to potential employers new chapter on the health record reviews how you ll be working with a patient s medical record new chapter on technology in the medical office introduces you to the role ehr technology plays in the medical office new chapter on competency based education helps you understand how your mastery of the material will affect your ability to get a job new clinical procedure videos helps you visualize and review key procedures

administrative medical assisting begins with kinn elsevier s kinn s the administrative medical assistant 13th edition provides you with the real world administrative skills that are essential to working in the modern medical office an applied learning approach to the ma curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills

necessary in today's healthcare setting paired with our adaptive solutions ehr documentation icd 10 coverage and detailed procedural videos you will learn the professional and interpersonal skills of modern administrative medical assisting professionalism in applicable procedures teaches you how to properly interact with patients and coworkers professional behavior boxes provide guidelines on how to interact with patients families and coworkers step by step procedures explain complex conditions and abstract concepts patient education and legal and ethical issues are described in relation to the medical assistant's job critical thinking applications test your understanding of the content threaded case scenarios help you to apply concepts to realistic administrative situations portfolio builder helps you demonstrate proficiency to potential employers new chapter on the health record reviews how you'll be working with a patient's medical record new chapter on technology in the medical office introduces you to the role technology plays in the medical office new administrative procedure videos helps you visualize and review key procedures new chapter on competency based education helps you to understand how your mastery of the material will affect your ability to get a job basics of diagnostic coding prepares you to use icd 10 coding system

more than any other product on the market the most successful medical assistants begin their careers with kinn trusted for more than 60 years kinn's the medical assistant an applied learning approach 14th edition teaches you real world administrative and clinical skills essential for a career in the modern medical office always with a focus on application through unfolding case scenarios critical thinking questions and interactive exercises the reorganized 14th edition includes expanded content on medical office accounts collections banking and practice management as well as a new chapter reviewing medical terminology anatomy and physiology and pathology with an easy to read format and a full continuum of separately sold adaptive learning solutions real world simulations ehr documentation experience and hesi remediation and assessment you'll learn the leading skills to prepare for certification and a successful career in the dynamic and growing medical assisting

profession comprehensive coverage of all administrative and clinical procedures prepares you for a wide array of medical assisting jobs nearly 185 step by step illustrated procedures with rationales break down how to perform critical skills for practice applied approach to learning helps you use what you ve learned in a real world setting including case scenarios and critical thinking exercises thorough ehr coverage with access to hands on activities incorporates use of simchart for the medical office software designed to ensure that you are practice ready sold separately key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions summary of learning objectives serves as a checkpoint and study tool patient education and legal and ethical features help relate content to practical use new chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid foundation new reorganized and expanded content on medical office accounts includes collections banking and practice management new artwork focused on the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records new expanded and updated sample certification exams help you practice and prepare for certification new streamlined presentation refines organization and writing for easy comprehension new coverage of patient centered care featured throughout textbook

launch your medical assisting career with kinn s medical assisting fundamentals administrative and clinical competencies with anatomy physiology this practical hands on text features an easy to understand writing style and detailed visuals designed to help you master all the medical assisting knowledge procedures and skills needed for career success based on trusted content from the bestselling kinn s product suite this brand new text and its accompanying resources incorporate the latest standards and competencies throughout as well as approachable coverage of math medical terminology soft skills and anatomy and physiology easy to grasp writing style is appropriate for all levels of learners in all types of medical assisting programs trusted kinn s content supports the following exam plans cma from the american association of medical assistants rma and cmas from

american medical technologist ccma and cmaa from the national healthcareer association ncma from the national center for competency testing and cmac from the american medical certification association emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions math exercises embedded throughout the text challenge you to sharpen your math skills procedures are mapped to caahep and abhes accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom customer service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring medical assistants applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented chapter learning tools include vocabulary with definitions critical thinking applications and content that ties directly to the order of learning objectives pharmacology glossary of the top 100 150 most common over the counter and prescription medications gives you quick access to pronunciation guides generic and trade names and drug classification

in the straightforward manner that characterizes all the practical handbooks this book offers concrete hints on creating memorable letters for all occasions included are samples of invitations acceptances regrets letters of reference condolence congratulation and countless others not only do readers learn how to organize their thoughts but they ll also pick up expert tips on avoiding cliches and errors in spelling and grammar

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