

CCMA Study Guide 2.0

Health Care Systems and Settings

Roles and Responsibilities

1. Roles and Responsibilities of the Medical Assistant
 - a. Medical assistants- screen patients before the provider visit.
 - i. **Ambulatory:** able to walk
 - b. Medical assistant's role is to primarily work alongside a provider in an outpatient or ambulatory setting.
 - i. Responsible for the clinical tasks of obtaining medical histories from patient, explaining treatments or procedures, drawing laboratory tests, and preparing and administering immunizations.
 - ii. Might be trained to perform administrative and clinical duties.
 - c. Administrative duties include greeting patient, handling correspondence, and answering telephones.
2. Roles and Responsibilities of Health Care Providers
 - a. Medical doctors (MDs): considered allopathic providers and most widely recognized type of doctor.
 - i. Diagnose illnesses, provide treatments, perform procedures such as surgical interventions and write prescriptions.
 - ii. **Allopathic:** homeopathic medicine; categorized by an effort to counteract the symptoms of disease by administration of treatments that produce effects opposite to the symptoms.
 - b. Osteopathic providers (DOs): complete requirement similar to MDs to practice medicine.
 - i. Use modern medicine and perform surgical procedures
 - ii. Do use osteopathic manipulative therapy (OMT) in treating their patients.
 - iii. **Osteopathic:** a type of medicine based on the concept that disturbance in the musculoskeletal system affect other bodily parts, causing many disorders that can be improved by various manipulative methods in combination with conventional* medical, surgical, pharmacologic, and other therapeutic procedures.
 - c. Nurse practitioners: provide basic patient care services, diagnosing, and prescribing medications for common illnesses.
 - i. NPs require advanced academic training beyond the RN degree and have extensive amount of clinical experience.
 - ii. Generally, focus on preventive care and disease prevention.
 - d. Physician assistant: practice medicine under the direction and supervision of a licensed MD or DO.
 - i. Make clinical decisions and responsible for a variety of services.
3. Roles and Responsibilities of Allied Health Personnel
 - a. Medical laboratory technicians: perform diagnostic testing on blood, bodily fluids, and other specimens under supervision of medical technologist.
 - b. Medical receptionists: check patients in and out, answer phone calls, and perform filing, faxing, and other tasks.

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G Psacharopoulos



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Table of Contents Nhanow Study Guide

1. Understanding the eBook Nhanow Study Guide
 - The Rise of Digital Reading Nhanow Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Nhanow Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nhanow Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nhanow Study Guide
 - Personalized Recommendations
 - Nhanow Study Guide User Reviews and Ratings
 - Nhanow Study Guide and Bestseller Lists
5. Accessing Nhanow Study Guide Free and Paid eBooks
 - Nhanow Study Guide Public Domain eBooks

-
- Nhanow Study Guide eBook Subscription Services
 - Nhanow Study Guide Budget-Friendly Options
 - 6. Navigating Nhanow Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Nhanow Study Guide Compatibility with Devices
 - Nhanow Study Guide Enhanced eBook Features
 - 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nhanow Study Guide
 - Highlighting and Note-Taking Nhanow Study Guide
 - Interactive Elements Nhanow Study Guide
 - 8. Staying Engaged with Nhanow Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nhanow Study Guide
 - 9. Balancing eBooks and Physical Books Nhanow Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nhanow Study Guide
 - 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 - 11. Cultivating a Reading Routine Nhanow Study Guide
 - Setting Reading Goals Nhanow Study Guide
 - Carving Out Dedicated Reading Time
 - 12. Sourcing Reliable Information of Nhanow Study Guide
 - Fact-Checking eBook Content of Nhanow Study Guide
 - Distinguishing Credible Sources
 - 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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