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Medical Assisting Made Incredibly Easy: Administrative Competencies

Geri Kale-Smith

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Part of the new **Medical Assisting Made Incredibly Easy** series, this text presents the core administrative skills needed by medical assistants in a light-hearted, humorous, readable, extremely practical style that makes teaching and learning fun. A host character guides students through all the administrative skills needed to pass certification exams required by CAAHEP and ABHES. Boxes with eye-catching icons provide practical advice about legal concerns, workplace scenarios, professionalism, and study skills. More than 300 full-color illustrations enhance visual learning.

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