

Answer Key Chapter 12 Kinns The Medical Assistant

Young: Kinn's The Administrative Medical Assistant, 7th Edition

Chapter 22: Professional Fees, Billing, and Collecting

TEACH Study Guide Answer Key

Vocabulary Review

1. Jesse has an **account balance** of \$464, which represents the total amount she owes after her insurance paid a portion of her bill.
2. Mrs. Ramone has a **credit** on her account for an overpayment, so the office manager sent her a check for that amount.
3. Robert's mother is the **guarantor** of his bill, because she promised to pay the full amount for her son.
4. Julia had to **investigate** collections proceedings on several accounts last month because the patients had not made payments as promised.
5. One of the tasks Pamela enjoys is **posting** payments that arrive in the mail to patients' accounts.
6. **Debit cards** are used more and more often for payments in the physician's office.
7. An organization under contract to the government to handle insurance claims from providers is called a **fiscal agent**.
8. Mrs. Richard called the office to get the balance on her **account**.
9. The office staff has been debating whether they should continue to offer **professional courtesy** to other healthcare providers and their staff members.
10. A business **transaction**, which is any exchange or transfer of goods, services, or funds, must always be recorded.
11. Anna made several **disbursements** for various bills that were due last week.
12. Dr. Taylor's fee **profile** is a compilation of the fees he has charged over the past fiscal year.
13. The Pense family was considered **medically indigent**, because they could not afford medical care even though they were able to pay basic living expenses.
14. Deb sometimes confuses a credit with a **debit**, which is a deduction from a revenue, net worth, or liability account.
15. Jessica totaled the **receipts** for the day, which came from patient and insurance payments.
16. State Farm is considered a **third-party payer**, because Bethany's injuries were sustained in a car accident and State Farm will pay her medical bills.
17. Dr. Martin reviewed his fee **schedule**, which is a compilation of pre-established fee allowances for given services or procedures.
18. The balances due to a creditor on an account are called **payables**.
19. The Blackburn Clinic uses a computer to determine patient account balances, but Jane remembers when they used a manual pegboard system.
20. When Madelyn received the denial from Mr. Paul's insurance company, she wondered if he had paid his **premium**.

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Answer Key Chapter 12 Kinn's The Medical Assistant is an essential resource for students and professionals in the medical assisting field. This chapter focuses on various topics crucial for aspiring medical assistants, including administrative tasks, clinical procedures, and patient interaction techniques. Understanding the content of this chapter is vital for anyone looking to thrive in the healthcare environment, as it covers fundamental aspects of patient care and office management.

Overview of Kinn's The Medical Assistant

Kinn's The Medical Assistant is widely recognized as a comprehensive textbook that provides in-depth knowledge and practical skills for medical assistants. The book is structured to guide students through the various roles and responsibilities they will encounter in their careers. Each chapter is designed to enhance understanding through detailed explanations, illustrations, and review questions.

Importance of Chapter 12

Chapter 12 of Kinn's The Medical Assistant typically covers significant topics such as:

- Clinical procedures and techniques
- Patient care management
- Medical terminology related to procedures
- Legal and ethical considerations in medical practice

Understanding the contents of Chapter 12 helps students prepare for their certification exams and future employment by providing a solid foundation in clinical procedures and patient care.

Key Concepts Covered in Chapter 12

Clinical Procedures

One of the primary focuses of Chapter 12 is on clinical procedures that medical assistants must master. These procedures often include, but are not limited to:

1. **Vital Signs Measurement:** Techniques for measuring blood pressure, pulse, respiration rates, and temperature.

2. **Injections:** Understanding the different types of injections (intramuscular, subcutaneous, etc.) and the proper techniques for administering them.
3. **Phlebotomy:** Safe and effective blood draw practices, including site selection and equipment handling.
4. **Assisting with Examinations:** Preparing examination rooms and assisting physicians during patient assessments.

Mastering these clinical procedures is essential for providing quality patient care and ensuring safety in the medical office.

Patient Care Management

Chapter 12 emphasizes the importance of patient care management. This includes:

- Establishing rapport with patients
- Understanding patient confidentiality and HIPAA regulations
- Scheduling appointments and managing patient flow in the office
- Education and instruction of patients regarding their health conditions and treatments

Effective patient care management not only enhances patient satisfaction but also improves overall healthcare outcomes.

Legal and Ethical Considerations

Understanding Medical Law

Legal knowledge is crucial for medical assistants, as they must navigate various laws and regulations.

Chapter 12 discusses:

- Patient rights and informed consent
- Documentation requirements and legal records
- Understanding malpractice and liability issues

Grasping these legal concepts helps medical assistants protect themselves and their patients.

Ethical Practices in Healthcare

Ethics play a significant role in medical practice. Key ethical considerations covered in Chapter 12 include:

- Maintaining patient confidentiality
- Providing equitable care regardless of a patient's background
- Recognizing and addressing conflicts of interest

Awareness of ethical practices ensures that medical assistants uphold the integrity of the healthcare profession.

Study Strategies for Chapter 12

To excel in understanding the content of Chapter 12, students can adopt various study strategies:

1. **Active Reading:** Engage with the material by highlighting important points and taking notes.
2. **Practice with Answer Keys:** Utilize the answer key for Chapter 12 to test your understanding of the material and identify areas for improvement.
3. **Group Study Sessions:** Collaborate with classmates to discuss key concepts and quiz each other.
4. **Hands-On Practice:** Whenever possible, practice clinical procedures in a lab setting to reinforce learning.

Using these strategies can enhance comprehension and retention of the information presented in Chapter 12.

Conclusion

In summary, the answer key chapter 12 Kinn's The Medical Assistant serves as a critical tool for understanding the vital topics covered in this pivotal chapter. From clinical procedures to legal and ethical considerations, mastering this content is essential for aspiring medical assistants. By utilizing

effective study strategies and resources, students can prepare themselves for successful careers in the healthcare field, ultimately contributing to better patient care and outcomes. Whether preparing for exams or entering the workforce, the insights gained from Chapter 12 will prove invaluable in the journey of a medical assistant.

Frequently Asked Questions

What are the primary responsibilities of a medical assistant as outlined in Chapter 12 of Kinn's Medical Assistant?

Chapter 12 outlines that the primary responsibilities of a medical assistant include administrative tasks such as scheduling appointments, managing patient records, and billing, as well as clinical tasks like taking patient histories, assisting with examinations, and performing basic lab tests.

How does Chapter 12 address the importance of patient confidentiality?

Chapter 12 emphasizes that maintaining patient confidentiality is crucial for building trust and complying with HIPAA regulations. It discusses best practices for handling patient information and the legal implications of breaches.

What role do medical assistants play in patient education according to Chapter 12?

According to Chapter 12, medical assistants play a vital role in patient education by providing information on procedures, medications, and lifestyle changes. They help ensure patients understand their health conditions and treatment plans.

What skills are emphasized for medical assistants in Chapter 12 to

enhance patient care?

Chapter 12 emphasizes skills such as effective communication, empathy, critical thinking, and organizational abilities as essential for medical assistants to enhance patient care and improve healthcare outcomes.

What is the significance of infection control procedures discussed in Chapter 12?

The significance of infection control procedures discussed in Chapter 12 is to prevent the spread of infections in healthcare settings. It covers proper hand hygiene, use of personal protective equipment, and sterilization techniques.

How does Chapter 12 recommend handling difficult patients?

Chapter 12 recommends handling difficult patients with patience, active listening, and empathy. It suggests techniques for de-escalating conflicts and maintaining professionalism to provide the best care possible.

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Music video by The Troggs performing Wild Thing. © 1966 Mercury Records Limited <http://vevo.ly/ZbbOYt>

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'Wild Thing': 50 years of an indestructible song - CNN

Apr 15, 2016 · "Wild Thing" was written to order for a songwriter named Gerry Granahan, who was producing a local group named the Wild Ones.

Wild Thing by The Troggs - Songfacts

A cover by the punk band X with lead vocals by Exene Cervenka was a big part of the 1989 movie Major League, where Charlie Sheen played Rick "Wild Thing" Vaughn, a relief pitcher with ...

Wild Thing | Rock Music Wiki | Fandom

"Wild Thing" is a song written by New York City-born songwriter Chip Taylor. Originally recorded by American band The Wild Ones in 1965, [1] "Wild Thing" is best known for its 1966 cover by ...

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