



## Study Guide for Kinn's The Administrative Medical Assistant: An Applied Learning Approach

Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero

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- A variety of exercises test your knowledge and critical thinking skills with vocabulary review, multiple choice, fill in the blank, and true/false questions.
- Additional exercises enhance learning with skills and concepts, word puzzles, case studies, workplace applications, and Internet activities.
- Procedure checklists help you track your performance of every procedure included in the textbook.
- Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered.
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