

KCMA-0135-SAT14 (CBE)

Course Introduction and Instructions

Attention: Canvas does not automatically log you off. You must remember to log off, or someone else will access your course.

Course Introduction:

This course provides the student with an overview of the medical assistant profession and its role in the health care environment.

Competencies:

- Understand the role of the medical assistant
- Categorize medical practice specialties
- Identify allied health professions and credentialing
- Describe the personal attributes of a professional medical assistant
- Outline workplace dynamics in a health care setting

Tools You Need to Succeed in this Course:

[Mozilla Firefox \(Links to an external site.\)](#)[Links to an external site.](#)

Canvas works best in Mozilla Firefox if you plan on accessing the course from home. The computer labs at SLCC use Internet Explorer 10 or higher, Firefox, and/or Google Chrome. You also can try Safari (both Apple and Windows).

[Adobe Acrobat Reader \(Links to an external site.\)](#)[Links to an external site.](#)

You will need to be able to view Adobe Acrobat files, otherwise known as PDF files. Many handouts and other materials are provided in this format.

[Windows Media Player \(Links to an external site.\)](#)[Links to an external site.](#)

This is the audio program we use to play back the recorded lectures. It is a free program and is usually pre-installed on most computer systems running Windows operating system. If you don't have Windows Media Player installed on your computer or you want to upgrade to the latest version, you can do so for free by clicking the above link and following the download instructions provided.

[QuickTime Player \(Links to an external site.\)](#)[Links to an external site.](#)

This is the video program we use to play back videos. It is a free program. The download is for Windows.

[Adobe Shockwave \(Links to an external site.\)](#)[Links to an external site.](#)

Some of the online interactives will require Adobe Shockwave. This program is free.

[Adobe Flash Player \(Links to an external site.\)](#)[Links to an external site.](#)

Some of the online videos or interactives will require Adobe Flash Player. This program is free. Click on the **Get the Latest Version** link to download and install.

How to Navigate this Course:

Course materials are organized into modules. In each module, there is a list of items that need to be completed. Each item must be completed before moving on to the next item on the list. All assignments must be submitted, and all quizzes must be passed with 80% or better. All the instructions to complete the assignments are included. If there are any questions about the instructions, please speak with the instructor.

The Checklist:

Each module has a checklist for the student to follow. A checklist may have the following:

Read. The material you will read will be listed by the book name. If there is supplemental information to be read or completed, the checklist will guide you to its correct location.

View. Videos are online and can be viewed from any computer or mobile device that has Internet access. **Note:** Some videos will require QuickTime in order to be viewed.

Demonstrations. Some demonstrations are available online.

Complete. Assignments and worksheets will be completed. Some will be referred to on Canvas while others will be found in the Medical Assisting workbook. Upon completing the task, the student should bring the Skills Sheet to the instructor to have him/her sign off on the task.

Skills Sheet. Each module contains a skills sheet that should be printed off. It contains a check sheet that the instructor must sign for each workbook assignment, test, or procedure. For procedures, the first time you complete the skill, you must sign up on the signup sheet located near the instructor's office so that the instructor may observe you complete the procedure. You can then use the interim times listed on the Skills Sheet for practice of the procedure. The final time, the skill must be observed by the instructor. You will use clinical performance competencies for areas that will be checked for competency on each procedure. The signed off skills sheet will be given to the instructor upon completion of each module.

Take. Tests are taken using Respondus Lockdown Browser online in the classroom. Once you have completed all reading and assignments as indicated in the checklist, you must take the test when prompted. You must achieve 80% or better to pass each test.

Completing Assignments and Quizzes:

There are assignments and/or quizzes to complete in each module. Read the instructions for each assignment the Modules List. Follow the instructions for each quiz in the Modules List. There are several ways to submit an assignment depending on which method the instructor chooses.

Now, you are ready to start your course. Click the **Modules** link on the left and read the course syllabus. **Note:** The TCM will load in a new window.

Resources for Chapter 28

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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Prepare for Exams

Sample Certification Exams

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Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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Work Products

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Resources for Chapter 29

Prepare for Class, Clinical, or Lab

Chapter Review Activities

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Chapter Quiz

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Resources for Chapter 32

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)](#)[Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)](#)[Links to an external site.](#)

Chapter Quiz

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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Module 1: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[Taking a Patient History \(Links to an external site.\)Links to an external site.](#)

[Patient Education \(Links to an external site.\)Links to an external site.](#)

[Medical Assessment in the Physician's Office \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Taking a Patient History \(Links to an external site.\)Links to an external site.](#)

[Patient Education \(Links to an external site.\)Links to an external site.](#)

[Medical Assessment in the Physician's Office](#)

Module 1 Checklist UPDATE 4.29.13

[Accessibility score: High Click to improve](#)

[Download Module 1 Checklist UPDATE 4.29.13](#)

Module 1 Skills Sheet UPDATE 4.29.13

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[Download Module 1 Skills Sheet UPDATE 4.29.13](#)

Kinn Chapter 28 Presentation

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[Download Kinn Chapter 28 Presentation](#)

Kinn Chapter 28 Study Guide

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[Download Kinn Chapter 28 Study Guide.pdf](#)

Kinns Chapter 28 Practice Quiz

Instructions

Read the questions carefully and choose the best answers.

Kinns Chapter 28: Patient Assessment Test

Instructions

Read the questions carefully and choose the best answers.

Kinn Chapter 29 Presentation

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[Download Kinn Chapter 29 Presentation](#)

Kinn Chapter 29 Study Guide

[Accessibility score: Medium Click to improve](#)

[Download Kinn Chapter 29 Study Guide](#)

Kinns Chapter 29 Practice Quiz

Instructions

Read the questions carefully and choose the best answers.

Kinns Chapter 29: Patient Education Test

Instructions

Read the questions carefully and choose the best answers.

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[Download Kinn Chapter 32 Presentation](#)

Kinn Chapter 32 Study Guide

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[Download Kinn Chapter 32 Study Guide](#)

Kinns Chapter 32 Practice Quiz

Instructions

Read the questions carefully and choose the best answer

Kinns Chapter 32: Assisting with the Primary Physical Examination Test

Instructions

Read the questions carefully and choose the best answers.

Resources for Chapter 30

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

[View \(Links to an external site.\)Links to an external site.](#)

Content Updates

[View](#)

Interactive Procedure Checklists

[View \(Links to an external site.\)Links to an external site.](#)

Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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Prepare for Exams

Sample Certification Exams

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Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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KCMA 0135 Module 2 Skills Sheet7 15 13

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[Download KCMA 0135 Module 2 Skills Sheet7 15 13](#)

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Kinn Chapter 30 Study Guide

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Kinns Chapter 30 Practice Quiz

Instructions

Read the questions carefully and choose the best answers.

Kinns Chapter 30: Nutrition and Health Promotion Test

Instructions

Read the questions carefully and choose the best answers

Patient Examination Spelling Words

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[Download Patient Examination Spelling Words](#)

Patient Examination Spelling Test

Resources for Chapter 47

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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Sample Certification Exams

[View \(Links to an external site.\)Links to an external site.](#)

Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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Work Products

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Module 3: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[Cardiac Screening Procedures \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Cardiac Screening Procedures](#)

Module 3 Checklist UPDATE 5.21.13

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[Download Module 3 Checklist UPDATE 5.21.13](#)

Module 3 Skills Sheet update 1.17.13

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Kinn Chapter 47 Study Guide

[Accessibility score: Medium Click to improve](#)

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Kinns Chapter 47 Practice Quiz

Kinns Chapter 47: Assisting in Cardiology Test

Cardiolospelllist NEW

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Cardiology Spelling Test

Cholesterol Worksheet.pdf

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Cholesterol Practice Quiz

Cholesterol Test

Prothrombin Test Worksheet

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[Download Prothrombin Test Worksheet](#)

Foods High in Vitamin K

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[Download Foods High in Vitamin K](#)

Prothrombin Time Practice Quiz

Prothrombin Time Test

Resources for Chapter 49

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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Prepare for Exams

Sample Certification Exams

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Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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Module 4 Checklist

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Module 4 Skills Sheet

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Kinn Chapter 49 Presentation

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Kinn Chapter 49 Study Guide

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Kinns Chapter 49 Practice Quiz

Kinns Chapter 49: Principles of Electrocardiography Test

Module 5: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[EKG Part 1 \(Links to an external site.\)Links to an external site.](#)

[EKG Part 2 \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[EKG Part 1 \(Links to an external site.\)Links to an external site.](#)

[EKG Part 2 \(Links to an external site.\)Links to an external site.](#)

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KCMA 0135 Module 5 Skills Sheet 7 15 13

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[Download KCMA 0135 Module 5 Skills Sheet 7 15 13](#)

Einthoven

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Einthoven answer key

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Estimating Heart Rate on ECG Tracing

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Holter Monitor

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[Download Holter Monitor](#)

Holter electrode placement

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[Download Holter electrode placement](#)

Holter Monitor Patient Diary0001

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Stress ECG Worksheet

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[Download Stress ECG Worksheet](#)

Cardiosoft Resting and Stress ECG Training_Presentaion

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[Download Cardiosoft Resting and Stress ECG Training Presentaion](#)

Simulated Patient

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[Download Simulated Patient](#)

Stress ECG Practice Quiz

Stress ECG Test

Resources for Chapter 33

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

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Sample Certification Exams

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Medisoft Exercises

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Practice Partner Activities

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Work Products

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Resources for Chapter 34

Prepare for Class, Clinical, or Lab

Chapter Review Activities

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Clinical Skills Online Videos

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Chapter Quiz

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medisoft Exercises

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Practice Partner Activities

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Work Products

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Module 6 Checklist Update

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Module 6 Skills Sheet Update

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Kinn Chapter 33 Presentation

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Kinn Chapter 33 Study Guide

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[Download Kinn Chapter 33 Study Guide](#)

Kinns Chapter 33 Practice Quiz

Kinns Chapter 33: Principles of Pharmacology Test

1Pharmacology_Abbreviationsupdate

[Accessibility score: Perfect Click to improve](#)

[Download 1Pharmacology_Abbreviationsupdate](#)

5Pharmacology Abbreviation Practice

[Accessibility score: High Click to improve](#)

[Download 5Pharmacology Abbreviation Practice](#)

Pharmacology/Medication Abbreviation Test

PDR Exercise

[Accessibility score: High Click to improve](#)

[Download PDRexercise](#)

Calling Out Prescriptions

[Accessibility score: Perfect Click to improve](#)

[Download callingoutprescriptions](#)

Answers To Calling Out Prescriptions

[Accessibility score: High Click to improve](#)

[Download answerstocallingoutprescriptions](#)

RX Writing Work Sheet

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[Download RX Writing Work Sheet](#)

Rx Form Answer #1

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[Download Rx Form Answer #1](#)

PDR Quiz

Instructions

Using a PDR (you may need various years) locate the answer to the questions below. If you cannot find the correct information you may need to use a different PDR. If one is not available check with your instructor on how to complete the question.

2Abbreviations in Medical Records Worksheet

[Accessibility score: Perfect Click to improve](#)

[Download 2Abbreviations in Medical Records Worksheet](#)

3Abbreviation Worksheet List from BB

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[Download 3Abbreviation Worksheet List from BB](#)

4Abbreviations in Medical Records Worksheet Answers

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[Download 4Abbreviations in Medical Records Worksheet Answers](#)

6Pharmacology Abbreviation Practice Answer Sheet_1_1

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[Download 6Pharmacology Abbreviation Practice Answer Sheet_1_1](#)

VALIDATING THE DEA NUMBER.pdf

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Kinn Chapter 34 Presentation

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Pharmacology Math Assignment

PublishedCan't unpublish [missing % {name} value] if there are student submissions

Follow the instructions on the Pharmacology Math Assignment.

Memorize the conversions listed on the Pharmacology Math Practice handout (link below).

Review and learn the different methods of calculations for medication dosage and how to apply it to different circumstances.

Complete the conversion and dosage calculations on the Pharmacology Math Assignment. You must SHOW YOUR WORK for both so that each step is evident in the calculation process. You must correctly complete all items to complete this assignment successfully. (You will be asked to redo incorrect calculations until you have full understanding and completion.) Your instructor will grade this assignment. Please refer to the Rubric for this assignment as it shows that a dosage calculation MUST be 100% accurate for patient safety and proper medication administration.

You must also submit a written explanation of your understanding of the rationale of the importance behind accurate medication dosage calculation.

To turn the assignment in to the instructor you can submit online by saving and submitting (this is preferred) or on paper.

There are additional items below to help with your understanding of pharmacology math - use as needed!

[Accessibility score: Low Click to improve Pharmacology Math Assignment](#)

Helpful Items:

[Accessibility score: High Click to improve Medical Math Dosage Calculations Made Easy \(Helpful Hints Handout\)](#)

The iXplain video lecture below reviews the information in the Powerpoint for medical math.

[iXplain \(2\).mp4](#) [Click to view undefined](#)

[Accessibility score: Medium Click to improve Medical Math Online Video Lecture Transcript.docx](#)

[Accessibility score: High Click to improve Medical Math Dosage Calculation Made Easy Power Point.pptx](#)

This visual item may give you better understanding of how to convert units within the Metric System.

[Accessibility score: Medium Click to improve Conversion Within Metric System.pdf](#)

Kinn Chapter 34 Study Guide.pdf

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Kinns Chapter 34: Pharmacology Math Test

Kinns Chapter 34: Pharmacology Math Test

Language of Medicine Module 21 Presentation

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Language of Medicine Module 21 Study Guide

[Accessibility score: Low Click to improve](#)

[Download Language of Medicine Module 21 Study Guide](#)

Language of Medicine Chapter 21: Section I Quiz

Language of Medicine Chapter 21: Section II Quiz

Language of Medicine Chapter 21: Exam

Pharmacology Math Practice Quiz

Pharmacology Math Test

Pharmspellist NEW

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[Download pharmspellist NEW](#)

Intro to Pharmacology Spelling Test

Resources for Chapter 35

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Chapter Review Activities

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Work Products

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Module 7: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[Administering Non-Parenteral Drugs, Prescription Writing, and Inventory Procedures \(Links to an external site.\)Links to an external site.](#)

[Preparing and Administering Parenteral Medications \(Links to an external site.\)Links to an external site.](#)

[Oral Meds \(Links to an external site.\)Links to an external site.](#)

[Powdered Injectables \(Links to an external site.\)Links to an external site.](#)

[Using Tubex \(Links to an external site.\)Links to an external site.](#)

[Ampules 18-2 \(Links to an external site.\)Links to an external site.](#)

[Vial 18-3 \(Links to an external site.\)Links to an external site.](#)

[Intradermal Injections \(Links to an external site.\)Links to an external site.](#)

[Subcutaneous Injections \(Links to an external site.\)Links to an external site.](#)

[Deltoid Intramuscular Injection \(Links to an external site.\)Links to an external site.](#)

[Gluteal Medial Intramuscular Injection \(Links to an external site.\)Links to an external site.](#)

[Vastus Lateralis Intramuscular Injections \(Links to an external site.\)Links to an external site.](#)

[Z-Track Injections \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Administering Non-Parenteral Drugs, Prescription Writing, and Inventory Procedures \(Links to an external site.\)Links to an external site.](#)

[Preparing and Administering Parenteral Medications \(Links to an external site.\)Links to an external site.](#)

[Oral Meds \(Links to an external site.\)Links to an external site.](#)

[Powdered Injectables \(Links to an external site.\)Links to an external site.](#)

[Using Tubex \(Links to an external site.\)Links to an external site.](#)

[Ampules 18-2 \(Links to an external site.\)Links to an external site.](#)

[Vial 18-3 \(Links to an external site.\)Links to an external site.](#)

[Intradermal Injections \(Links to an external site.\)Links to an external site.](#)

[Subcutaneous Injections \(Links to an external site.\)Links to an external site.](#)

[Deltoid Intramuscular Injection \(Links to an external site.\)Links to an external site.](#)

[Gluteal Medial Intramuscular Injection \(Links to an external site.\)](#)[Links to an external site.](#)
[Vastus Lateralis Intramuscular Injections \(Links to an external site.\)](#)[Links to an external site.](#)
[Z-Track Injections \(Links to an external site.\)](#)[Links to an external site.](#)

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[Download KCMA 0135 Module 7 ChecklistUPDATE 9.13](#)

KCMA 0135 Module 7 Skills Sheet 3.31.14

[Accessibility score: Medium Click to improve](#)
[Download KCMA 0135 Module 7 Skills Sheet 3.31.14](#)

Kinn Chapter 35 Presentation

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[Download Kinn Chapter 35 Presentation](#)

Kinn Chapter 35 Study Guide

[Accessibility score: Medium Click to improve](#)
[Download Kinn Chapter 35 Study Guide](#)

The Six Rights of Medication Administration

[Accessibility score: Low Click to improve](#)
[Download The Six Rights of Medication Administration](#)

1Paremedinjectprot

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Kinns Chapter 35 Practice Quiz

Kinns Chapter 35: Administering Medications Test

9Medication_Calculations_1

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9.5Medications_calculations_ANSWER Medication_Prep_and_Admin_Worksheet_Answ

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Oral and Powdered Medication Assignments

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Procedure 35-3 Administer Oral Medication

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For your final pass off of Administration of Oral Medications use Procedure 35-3 from your Procedure Checklist Manual as your guide to the procedure. This is also what your instructor will use as a grading tool as you calculate and demonstrate.

The medication indicated is HydroDiuril (Hydrochlorothiazide). You will find tablets to match this medication in the 'Medication Cabinet' within your classroom. **For the oral liquid medication demonstration please use the bottle marked Lasix (Furosemide) instead of HydroDiuril**, but use the same dosage of 100 mg PO as indicated in the manual.

Resources for Chapter 50

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

[View \(Links to an external site.\)Links to an external site.](#)

Content Updates

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Interactive Procedure Checklists

[View \(Links to an external site.\)Links to an external site.](#)

Medical Assisting Competency Challenge

[View \(Links to an external site.\)Links to an external site.](#)

Medical Terminology Audio Glossary

[View \(Links to an external site.\)Links to an external site.](#)

Prepare for Exams

Sample Certification Exams

[View \(Links to an external site.\)Links to an external site.](#)

Prepare for Professional Practice

Medisoft Exercises

[View \(Links to an external site.\)Links to an external site.](#)

Practice Partner Activities

[View \(Links to an external site.\)Links to an external site.](#)

Work Products

[View \(Links to an external site.\)Links to an external site.](#)

Module 8: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[Therapeutic and Rehabilitative Procedures \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Therapeutic and Rehabilitative Procedures](#)

Module 8 Checklist

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[Download Module 8 Checklist](#)

Module 8 Skills Sheet UPDATE 5.6.13

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Kinn Chapter 50 Presentation

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[Download Kinn Chapter 50 Presentation](#)

Kinn Chapter 50 Study Guide

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Diagnostic Testing Assignment

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Using the following handout read and familiarize yourself with the different diagnostic tests, the patient preparation necessary, why these tests might be ordered and where they are scheduled.

Check with your instructor to determine how to complete the needed competency. According to your instructors preference you may be required to verbalize to the instructor the requirements of each type of exam OR complete the attached written assignment.

Information to be reviewed: [Accessibility score: Medium Click to improve Diagnostic Testing Assignment.pdf](#)

Written Option (dependent upon instructor's preference):

Print and complete the questions using the items below and referencing the information above.

[Accessibility score: Medium Click to improve Diagnostic Testing Scenarios.pdf](#)

[Accessibility score: Low Click to improve Insurance Referral Resource and Lab Resource.pdf](#)

Kinns Chapter 50 Practice Quiz

Instructions

Read the questions carefully and choose the best answers.

Kinns Chapter 50: Assisting in Diagnostic Imaging Test

Instructions

Read the questions carefully and choose the best answers.

Spelling List

[Accessibility score: High Click to improve](#)

[Download Spelling List](#)

Therapeutic & Rehabilitative Spelling Test

Instructions

Click the play button and listen to the word. Type the word carefully.

Module 9 Checklist.pdf

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[Download Module 9 Checklist](#)

Module 9 Skills Sheet.pdf

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[Download Module 9 Skills Sheet](#)

Language of Medicine Module 20 Presentation.pdf

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[Download Language of Medicine Module 20 Presentation](#)

Language of Medicine Module 20 Study Guide.pdf

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[Download Language of Medicine Module 20 Study Guide](#)

Language of Medicine Chapter 20: Section I Quiz

Language of Medicine Chapter 20: Section II Quiz

Language of Medicine Chapter 20: Exam

Abbreviation Test

Instructions

Read the questions carefully and choose the best answers.