

Chapter 1

Foundations and Principles

Objectives:

- Describe the job responsibilities of a medical assistant
- Discuss the professional training of a medical assistant
- Identify the personal characteristics a medical assistant needs
- Define multiskilled health professional
- Explain the importance of continuing education for a medical assistant
- Describe the process and benefits of certification and registration
- List the benefits of becoming a member of a professional association

Vocabulary:

- Accreditation
- AAMA
- CMA
- Cross-training
- HIPPA
- OSHA
- practitioner

Practice Assignments:

_____ **Read Chapter 1**—pages 5-19

_____ Preview Chapter 1 **PowerPoint Presentation**

_____ Complete **End of Chapter Review**—page 20

- Case Study Questions 1-3
- Discussion Questions 1-4

Formative Assessments:

_____ Complete **Student Tutorial CD**

- Administrative Practice
 - Personal Qualifications of a Medical Assistant
- **Upload Progress Report**

_____ **Chapter 1 Quiz**

Summative Assessment:

_____ **Application Activities #3 A-C**—Qualifications—page 20