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Using this Textbook

Understanding how your book is organized and what its special features are will help you make the most of this resource!



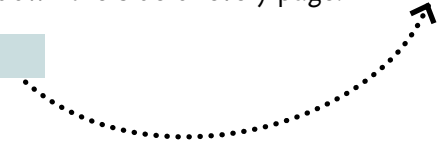
look!

Carefully-chosen quotes begin each chapter and may be used for discussion. Additional information highlights how health care has changed over the years by detailing interesting events in medicine from the past.



look!

We have assigned each chapter its own colored tab. Each colored tab contains the chapter number. The chapter title runs down the side of every page.



1. Explain HIPAA and related terms

Everything in this book, the student workbook, and the instructor’s teaching material is organized around learning objectives. A learning objective is a very specific piece of knowledge or a very specific skill. After reading the text, if you can do what the learning objective says, you know you have mastered the material.

bloodborne pathogens

You’ll find bold **key terms** at the beginning of each chapter and then again throughout the text. These terms are defined in the text and in the glossary at the back of this book.

Making an occupied bed

All care procedures are highlighted by the same black bar for easy recognition.

Guidelines: Accurate Documentation

Guidelines are listed with colored bullet points for easy reference.

RESIDENTS' RIGHTS

Take your time when feeding resider

Feeding residents quickly is dangerous the risk for choking and aspiration. Wl help: ... t take your time. L

Residents’ Rights boxes teach important information about abuse and neglect and how to recognize and prevent both. Ways to support and promote Residents’ Rights are also included. Hot Tips and Trivia boxes show interesting and educational tidbits that you can use inside and outside of work.

CHAPTER REVIEW

Chapter-ending questions test your knowledge of the information found in the chapter. We have included the textbook’s learning objective numbers to make it easier for you to go back and reread a section if you need to refresh your memory. When you see this notation after a question—(LO 3)—it refers to that particular learning objective number in the chapter on which you are working. If you have trouble answering a question, you can return to the text and reread the material.

See the Appendix at the end of the book for additional information.