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or domain, and set time limits for exams. You'll have a more personalized exam preparation experience with PROFESSIONAL REVIEW GUIDE FOR THE CCS EXAMINATION, 2016 EDITION. Preparation guide for Registered Record Administrator and Accredited Record Technician examinations. The Professional Review Guide for the CCS-P Examination, 2005 Edition contains: study tips, a comprehensive resource list, a review section with multiple choice coding questions that review a broad range of competencies. This valuable manual also includes coding case studies for coding review for the CCS-P examination, a mock examination that strives to mirror the CCS-P Examination. The mock examination includes 60 multiple choice coding questions reviewing a broad range of competencies, 21 medical record coding cases, 11 outpatient records, 5 Ambulatory surgery, 3 emergency room, 3 other, and 10 inpatient records. The appendices include: Official Guidelines for ICD-9-CM Guidelines for Coding and Reporting, Commonly Administered Drugs, Lab values, and a new listing of updated ICD-9-CM coding changes for 2004 Use the book and the Interactive CD-ROM to practice interpreting documentation and applying clinical knowledge in assigning codes to diagnoses and procedure for a variety of patient settings including: Inpatient, Outpatient surgery, Emergency Room, Physician office, and Long term Care. An innovative therapeutic approach for counteracting the impact of social media on eating disorders and identity formation. All humans need space to think, to be, and to process without constant distraction. This is especially true of adolescents and young adults, for whom identity formation is a consuming task. Social media has generated both a place for the creation of identity and an audience. But constant connection leaves little space without intrusion from others. For those with body dissatisfaction and/or eating disorders, living in today's world can be especially challenging, and viewing images on social media and other online formats can be devastating. Shauna Frisbie utilizes phototherapy techniques to view client-selected images (whether they be of themselves or others) to help uncover underlying messages that are impacting their relationship to their bodies. Integrating concepts of healing narratives, neuroscience, and phototherapy, this book will help

any therapist promote self-compassion, self-reflection, and healing in their clients. Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career--and the skills you need to be successful--is your responsibility. If you're looking to push yourself to the next level, it can be hard to determine where to start. The HBR Guide to Your Professional Growth will be your coach, transforming your abstract hopes and ideas into a concrete action plan. No matter where you are in your career, this guide will help you: Assess your current skills--and acquire new ones Elicit feedback you can use Set meaningful--and achievable--goals Make time for learning Play to your strengths Identify your next challenge Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. The perfect gift for aspiring leaders: 16 volumes of HBR Guide. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics, negotiating, business writing, and coaching. This set includes Persuasive Presentations, Better Business Writing, Finance Basics, Data Analytics, Building Your Business Case, Making Every Meeting Matter, Project Management, Emotional Intelligence, Getting the Right Work Done, Negotiating, Leading Teams, Coaching Employees, Performance Management, Delivering Effective Feedback, Dealing with Conflict, and Managing Up and Across. Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges Also available as an ebook set. Unmatched Test Prep: A variety of self-assessment tools prepare students for the certification exam, including recommended resources, general study tips, multiple-choice coding questions, coding case studies for various health settings, mock examinations, and competency maps to help students target their efforts and self-assess progress. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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commitment therapy (ACT) and dialectical behavior therapy (DBT), and is a powerful tool for all practicing psychotherapists. In *Metaphor in Practice*, psychotherapist Niklas Törneke presents the first practical book to combine the behavioral and linguistic sciences of metaphor, and illustrates how and when to apply metaphors in practice for better treatment outcomes. The use of metaphors and experiential exercises can help clients gain a deeper understanding of the problems that cause their disorders. Metaphors help clients connect with their values, and often spark the inspiration and motivation needed to make a commitment to change. And while metaphor is central to relational frame theory (RFT), acceptance and commitment therapy (ACT), and dialectical behavior therapy (DBT), research now shows its usefulness has an even broader reach. In this book, you'll find a scientific analysis of metaphor based on over thirty years of research, as well as trends in research over the last ten years. The book includes an overview of RFT, how metaphor has influenced the community of behavior analysis, as well as available clinical research on metaphor use. You'll also discover how to create metaphors for functional analysis, distance of observation, and things that matter to your client. Most importantly, you'll find practical examples of metaphors and clinical exercises you can use in-session. There are many books on metaphor and psychotherapy, but this is the first book to make the connection between the science of metaphor and the detailed clinical process of using that knowledge. If you are a mental health professional—or simply interested in the science of metaphor—this book will provide everything you need to understand and apply this approach. *Unmatched Test Prep: A variety of self-assessment tools prepare students for the certification exam, including recommended resources, general study tips, multiple-choice coding questions, coding case studies for various health settings, mock examinations, and competency maps to help students target their efforts and self-assess progress. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.* *Unmatched Test Prep: A variety of self-assessment tools prepare students for the certification exam, including*

*recommended resources, general study tips, multiple-choice coding questions, coding case studies for various health settings, mock examinations, and competency maps to help students target their efforts and self-assess progress. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. This text presents an effective preparation tool for the American Health Information Management Association Certified Coding Specialist-Physician-based exam. \*\*\*Includes Practice Test Questions\*\*\** *ABCTE Professional Teaching Knowledge Exam Secrets helps you ace the American Board for Certification of Teacher Excellence Exam, without weeks and months of endless studying. Our comprehensive ABCTE Professional Teaching Knowledge Exam Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. ABCTE Professional Teaching Knowledge Exam Secrets includes: The 5 Secret Keys to ABCTE Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; Along with a complete, in-depth study guide for your specific ABCTE exam, and much more... \*\*\*Includes Practice Test Questions\*\*\** *NES Assessment of Professional Knowledge: Elementary Secrets helps you ace the National Evaluation Series Tests, without weeks and months of endless studying. Our comprehensive NES Assessment of Professional Knowledge: Elementary Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your*

test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. NES Assessment of Professional Knowledge: Elementary Secrets includes: The 5 Secret Keys to NES Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; Along with a complete, in-depth study guide for your specific NES exam, and much more... Are your students ready for their exam? The PrOFessional REVIEW GUIDE FOR THE RHIA AND RHIT EXAMINATIONS, 2011 EDITION book and CD-ROM are essential preparation tools for the AHIMA Registered Health Information Administrator (RHIA) and Registered Health Information Technician (RHIT) certification examinations. This packed resource maps to the most current AHIMA-COC standards and provides strategies, test-taking skills, and a great comprehensive mock examination for practice. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. \*\*\*Includes Practice Test Questions\*\*\* Certified Payroll Professional Exam Secrets helps you ace the Certified Payroll Professional Exam, without weeks and months of endless studying. Our comprehensive Certified Payroll Professional Exam Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. Certified Payroll Professional Exam Secrets includes: The 5 Secret Keys to Certified Payroll Professional Test Success: Time is Your Greatest Enemy, Guessing is Not Guesswork,

Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive content review including: Independent Contractor, Federal Minimum Wage, Prevailing Wage, Payroll Procedure, Holiday Premium Pay, Golden Parachute, Firewall, COBRA, Wage Garnishments, Chaos Theory of Management, Disaster Recovery, U.S. Department of Labor, Short-term Disability, McNamara-O'Hara Service Contract Act, Common-law Employees, Workweek, Overtime Pay, Medicare Taxes, Exemptions for Teachers, Employee Leasing, Communication Skills, Backup Media Types, Stock Options, FLSA Coverage, Military Differential Pay, Vacation Leave, Payroll Period, Motivating Subordinates, Shift Differential, Payroll Records, Advance Earned Income Credit, Child Labor, De minimis Benefit, and much more... Essential review for the PHR/SPHR exams, aligned with the updated HRBoK™ PHR/SPHR Professional in Human Resources Certification Review Guide is the ideal companion to the PHR/SPHR Study Guide, Fifth Edition, and PHR/SPHR Deluxe Study Guide, Second Edition. These self-study guides are intended for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, or for relative newcomers to the HR field looking to strengthen their resume. Organized by those areas of knowledge and practices specific and necessary to human resource management (HRM), this handy review guide covers tasks, processes, and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ (HRBoK™), giving you clear guidance on what you need to know for the exams. You also get a year of FREE access to the Sybex online interactive learning environment and study tools, which feature flashcards, chapter tests, two bonus practice exams, and more.

The review guide aligns with the HRCI test specifications, which detail the responsibilities and knowledge needed by today's HR professionals. Covers key functional areas in greater depth: HR students and professionals studying for the PHR/SPHR certification need a trusted resource to aid in their preparation—this review guide does that and more. Every organization has its share of political drama: Personalities clash. Agendas compete. Turf wars erupt. But you need to work productively with your colleagues—even the challenging ones—for the good of your organization and your career. How can you do that without compromising your integrity? By acknowledging that power dynamics and unwritten rules exist—and constructively navigating them. Whether you're a new professional or an experienced one, this guide will teach you how to: (1) Build relationships with difficult people, (2) gain allies and increase your sphere of influence, (3) wrangle resources, (4) move up without alienating your colleagues, (5) avoid power games and petty rivalries, and (6) claim credit when it's due.

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