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**Administrative Medical Assisting, 8th Edition ...**  
COVID-19 Announcement. For the Fall 2020 semester, Rutgers will deliver the vast majority of its classes online. It will offer a limited number of in-person courses that will be confined to topics that require on-site instruction, including clinical health care, lab classes, and fine arts performance.

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medical assistants work as generalists when they perform both clinical and administrative duties in addition to general responsibilities time management an assortment of skills, tools, and practices used to manage time during daily activities and when accomplishing specific projects