

The book was found

Contemporary Medical Office Procedures (Medical Assisting Exam Review: Preparation For The CMA, Rma, & Cmas)





Synopsis

This comprehensive worktext covers current administrative medical office procedures - both traditional and computer-related skills. The performance-based approach, complemented by realistic examples and application problems, offers you practical advice on managing required tasks - from patient relations and scheduling, to computerized financial management, to "21st-century" skills. What's more, real-life assessment methods help you systematically measure your progress along the way.

Book Information

Series: Medical Assisting Exam Review: Preparation for the CMA, Rma, & Cmas

Hardcover: 592 pages

Publisher: Delmar Thomson Learning; 2 Pap/Dskt edition (October 5, 1995)

Language: English

ISBN-10: 0827374208

ISBN-13: 978-0827374201

Product Dimensions: 10.9 x 8.4 x 0.6 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 1.0 out of 5 stars 1 customer review

Best Sellers Rank: #6,125,064 in Books (See Top 100 in Books) #88 inà Books > Medical Books > Allied Health Professions > Medical Transcription #419 inà Books > Medical Books > Allied Health Professions > Physician Assistants #1294 inà Â Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Hospital Administration & Care

Customer Reviews

Preface. How to Use the Book. How to Use the Medical Assisting Administrative Skills CD-ROM. PART I: TODAY'S MEDICAL ENVIRONMENT. Chapter 1: The Medical Environment. Chapter 2: The Medical Staff. Chapter 3: Medical Ethics. Chapter 4: Medical Law. PART II: PATIENT RELATIONS. Chapter 5: Interacting with Patients. Chapter 6: Telecommunications. Chapter 7: Scheduling Appointments. PART III: COMPUTERS AND INFORMATION PROCESSING IN THE MEDICAL OFFICE. Chapter 8: Computers in the Medical Office. Chapter 9: Medical Documents and Word Processing. Chapter 10: Professional Activities, Travel Arrangements, Postal and Delivery Services. Chapter 11: Managing Medical Records. PART IV: AUTOMATING MEDICAL OFFICE FINANCIAL MANAGEMENT. Chapter 12: Pegboard Accounting and Computerized Account Management. Chapter 13: Billing and Collection. Chapter 14: Health Insurance and

Coding. PART V: BECOMING A CAREER MEDICAL ASSISTANT. Chapter 15: Seeking Employment. Appendix A: AAMA Medical Assistant Role Delineation Chart. Appendix B: CAAHEP Standards for Curriculum. Appendix C: ABHES Course Content Requirements. Appendix D: Registered Medical Assistant (RMA [AMT]) --This text refers to an out of print or unavailable edition of this title.

Doris Davenport Humphrey PhD is the President of Career Solutions Training Groups in Pennsylvania.

Download to continue reading...

LWW's Medical Assisting Exam Review for CMA, RMA & CMAS Certification (Medical Assisting Exam Review for CMA and RMA Certification) Lippincott Williams & Wilkins' Medical Assisting Exam Review for CMA, RMA & CMAS Certification (Medical Assisting Exam Review for CMA and RMA Certification) Contemporary Medical Office Procedures (Medical Assisting Exam Review: Preparation for the CMA, Rma, & Cmas) Comprehensive Medical Assisting Exam Review: Preparation for the CMA, RMA and CMAS Exams (Prepare Your Students For Certification Exams) CMA Exam Preparation: Medical Assistant Exam Prep Review Book with Practice Test Questions Secrets of the Orthodontic Assisting Exam Study Guide: DANB Test Review for the Orthodontic Assisting Exam (Mometrix Test Preparation) Certified Medical Assistant Exam Secrets Study Guide: CMA Test Review for the Certified Medical Assistant Exam Mosby's Dental Assisting Exam Review. 3e (Review Questions and Answers for Dental Assisting) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Bisk CPA Review: Regulation, 43rd Edition, 2014 (Comprehensive CPA Exam Review Regulation) (Bisk Comprehensive CPA Review) (Cpa Comprehensive Exam Review. Regulation) Australia: Australian Citizenship Preparation Exam Questions An Answers (Australia Exam Preparation, Become Australian, Pass The Australian Citizenship Exam) Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Medical Assistant Exam Review Fourth Edition (Kaplan Medical Assistant Exam Review) Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) Saunders Medical Assisting Exam Review, 4e Elsevier's Medical Assisting Exam Review, 5e Contemporary Medical Office Procedures The Administrative Professional: Technology

& Procedures (Advanced Office Systems & Procedures) Legal Office Projects (with CD-ROM) (Legal Office Procedures) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3)

Contact Us

DMCA

Privacy

FAQ & Help