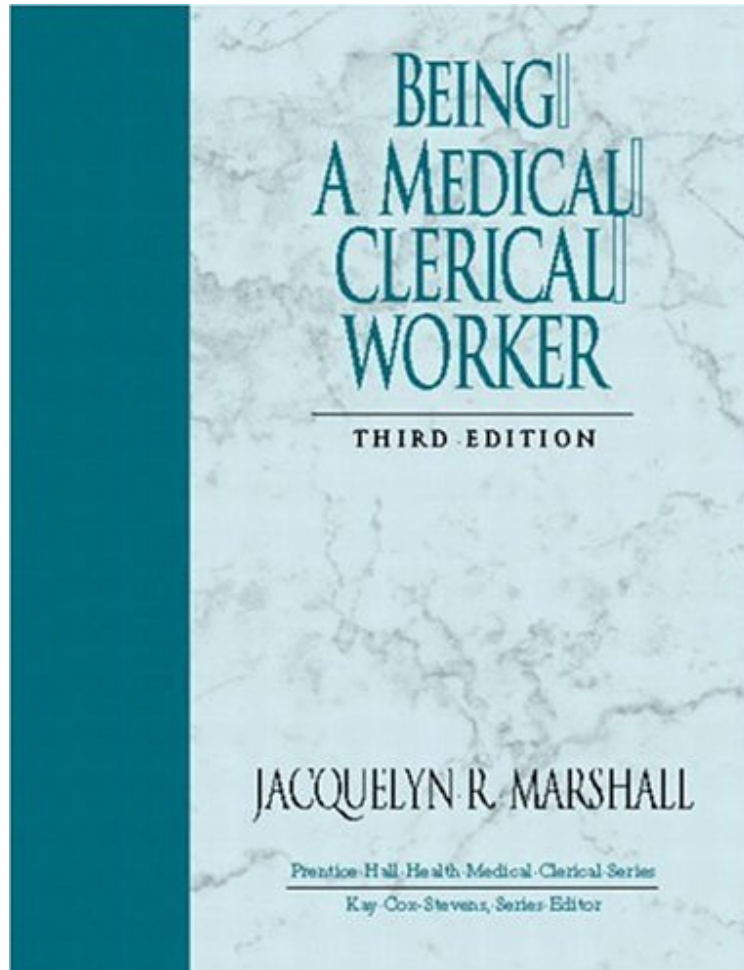


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## Being a Medical Clerical Worker (3rd Edition)

*Jacquelyn R. Marshall BA MT MA, Kay Cox-Stevens RN MA Series Editor*  
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**Jacquelyn R. Marshall BA MT MA, Kay Cox-Stevens RN MA Series Editor : Being a Medical Clerical Worker (3rd Edition)** before purchasing it in order to gage whether or not it would be worth my time, and all praised Being a Medical Clerical Worker (3rd Edition):

0 of 0 people found the following review helpful. Two StarsBy Christina K. DaleyOut dated material, the clerical world changes daily; it seems.

Written for the medical clerical worker, this book not only gives an overview of the information needed to be successful, but also introduces readers to the opportunities to branch out into allied fields, including medical records and billing. Concise and well-written, this book focuses on front office administrative training, and is up-to-date with regulations and technology. This book covers all topics in the front-office medical clerical field, and includes updated insurance forms, procedures, and codes, as well diagnostic testing and the latest in communications and technology. It

emphasizes safety and ethics, as well as prepares readers for the ever-changing health care office environment. For medical clerical workers and other health care professionals who supervise these employees.

From the Back Cover Being A Medical Clerical Worker is an ideal resource becoming a medical clerical worker in today's ever changing health care environment. The Third Edition has been revised and updated to include the latest information, while retaining an emphasis on the safety, ethical and legal considerations that all medical clerical workers must understand. This is a current and complete reference for individuals interested in the varied opportunities available for today's medical clerical worker. Features Include: Over 100 new vocabulary entries Expanded certification information Expanded legal and ethical information Information about HIPPA regulations Critical Thinking Exercises in most chapter based on real-life scenarios in the workplace Updated learning activities Expanded safety procedures Updated information about computerization in the workplace Expanded descriptions about latest medical office information technology Revised diagnostic testing section Updated health insurance information About the Author Jacquelyn Marshall, BA, MT, MA, has been a health care worker, serving as a clinical laboratory scientist, for over twenty years. Ms. Marshall has also served as a science curriculum writer/consultant and has developed Model Curriculum Standards for Vocational Health Occupations throughout California. She has also taught vocational health care courses after receiving a teaching credential. Ms. Marshall currently is a freelance medical writer and is author of eight textbooks. She has also developed several instructor's guides and has edited and contributed to three medical series. Excerpt. Reprinted by permission. All rights reserved. There have been dramatic changes in health care since the first edition of Being a Medical Clerical Worker: An Introductory Core Text was published in 1990. More than a decade later, the medical clerical worker faces more complex challenges, with the work environment changing rapidly. In this profession, textbooks must be updated on a regular basis to make sure that students receive current information about a dynamic profession. This latest edition has many new features, formats, and sections. Hopefully, the changes are informative and user-friendly. The chapters have a new look as well as much new material, including: Updated information on certification programs Explanation of several legal terms not discussed in previous editions, updated due to the increasing importance of medico-legal issues Continual emphasis on ethical behavior, especially the importance of confidentiality of patient information Real-Life Scenarios, a feature in most of the eighteen chapters, gives the students a chance to discuss realistic, on-the-job situations Updated information about newer modes of communication and their uses in the medical office, such as electronic transmissions Current information on handling medical records Updated pharmacology information Expanded section on diagnostic testing A revamped chapter renamed Medical Office Information Technology that stresses critical confidentiality issues concerning the use of such technology A revised health insurance chapter emphasizing the latest technology, requirements, and forms required to correctly understand insurance billing Latest updated information about computerized billing, collection, and banking Updated review questions and learning activities Being a Medical Clerical Worker continues to be the core textbook in the Prentice Hall Medical Series. The goal of this edition is to familiarize the students with technological advances designed to- better serve the patient, reduce errors, and increase efficiency of communications. However, technology is wasted if the medical clerical worker does not commit him- or herself to ethical and moral excellence in dealing with patients, as well as a firm commitment to being a positive part of the health care team. Being a medical clerical worker brings continual challenges and rewards for the professional who truly wants to be proud of his or her professional accomplishments. Additionally, career advancement continues to be possible for those who excel in their positions. Jacquelyn R. Marshall