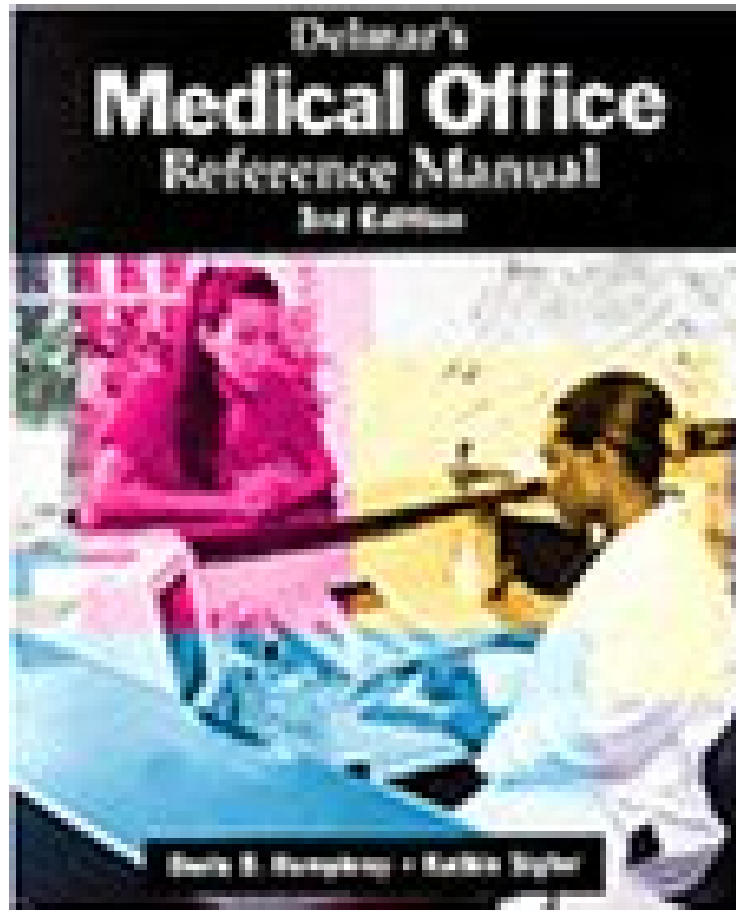


Delmar's Medical Office Reference Manual

Doris Humphrey, Kathy Sigler
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Doris Humphrey, Kathy Sigler : Delmar's Medical Office Reference Manual before purchasing it in order to gage whether or not it would be worth my time, and all praised Delmar's Medical Office Reference Manual:

This revised reference manual provides students with up-to-date procedures and methods for organizing and managing the administrative responsibilities of today's computerized medical office. It can serve as a supplement for any medical office procedures course as well as a handy reference for those already employed in a medical office. Chapters are broken down into primary office tasks performed by a medical assistant, including coverage of communications, managing information, scheduling, third party billing, grammar, style, and terminology. Within each chapter, topics are numbered and divided into easy-to-follow subtopics. This manual includes coverage of medical ethics and law, the changing health care environment, and finding medical employment. Supplements Instructor's Manual 0-8273-8171-9 - 6 x 9, 400 pages, 2 color, paperbound

Preface. The Medical Setting. The Medical Office. Finding Medical Employment. Medical Ethics and Medical Law. Communications. Patient Relations. Telephone Skills. Working in a Team. Managing Information. Medical Forms and Medical Reports. Medical Correspondence. Word Processing in the Medical Office. Medical Office Files. Accessing Online Medical Information. Scheduling. Scheduling Appointments. Travel and Presentations. Third Party Billing. Health Insurance Claims. Pegboard and Computerized Accounting Procedures. Medical Billing and Collections. Grammar, Style and Terminology. Parts of Speech. Compounds. Punctuation. Capitalization. Spelling and Word Division. Medical Terminology/Abbreviations. Medical References. Appendices. From the Back Cover

This revised reference manual provides students and practicing medical assistants with up-to-date procedures and methods for organizing and managing the administrative responsibilities of today's computerized medical office. It can serve as a supplement for any medical office procedures course as well as a handy reference for those already employed in a medical office. Features: new chapters on finding medical employment, working in a team environment, and accessing on-line medical information; the latest medical office technology has been integrated throughout the text; tabs and numbered paragraphs make referencing easy; expanded chapters on grammar, health insurance claims, and medical ethics and law; many new and revised figures of forms, letters, and charts used in a medical office; and appendix with chapter review exercises to reinforce learning.

About the Author Kathy Sigler is an Instructor at Miami-Dade Community College