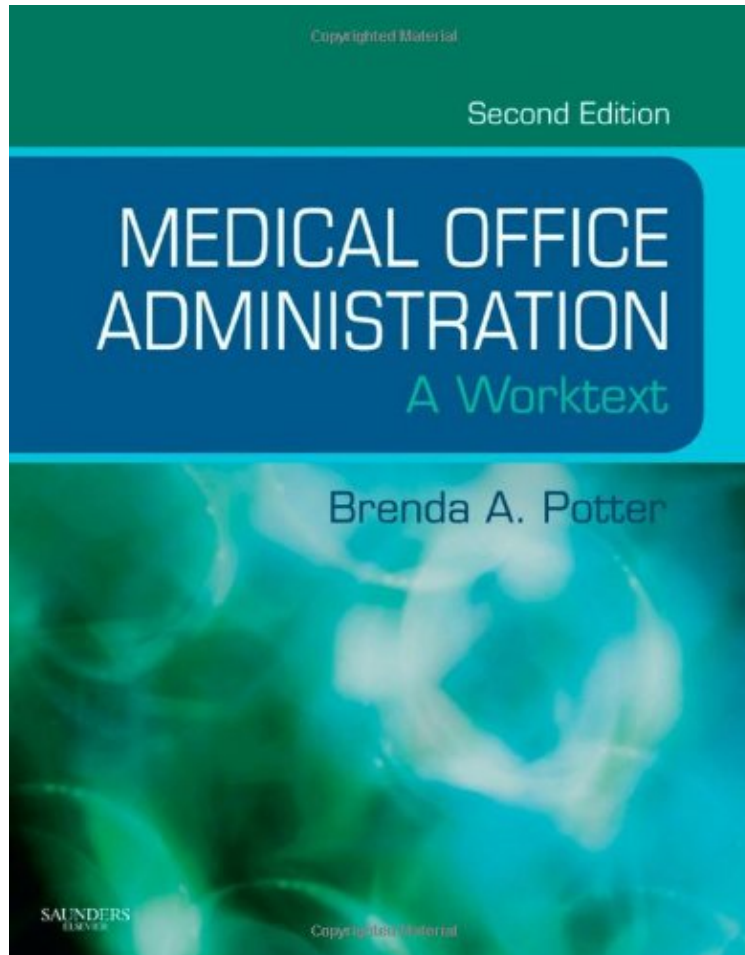


Medical Office Administration: A Worktext, 2e (Evolve Learning System Courses)

Brenda A. Potter BS CPC-I CPC
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Brenda A. Potter BS CPC-I CPC : Medical Office Administration: A Worktext, 2e (Evolve Learning System Courses) before purchasing it in order to gage whether or not it would be worth my time, and all praised Medical Office Administration: A Worktext, 2e (Evolve Learning System Courses):

1 of 1 people found the following review helpful. When its too good to be true, it usually is. By D. Vaughn Book arrived on time as promised. Packaging was great. My definition of used good condition differs from 's. Item arrived with all the exercises completed some done in pencil, but most was done in ink. So I had to erase and white~out answers (how are you gonna learn with the answer right there) just to use. "Why not send it back" some may say. I would have sent back (thank you very much) it arrived the day before my class began. Called got a 10 dollar credit they would not refund shipping, but whatever. Beware of a great deal with a tag line saying used good condition. It is appualing that someone would sale back a book knowing they have marked it within an inch of its life. The saddest bit

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To succeed in today's medical front office, you need a resource that will help you learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment. Reflecting Brenda Potter's first-hand experience as an active instructor, *Medical Office Administration: A Worktext, 2nd Edition* combines instruction and application to help you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. It includes procedures to be used with Medisoft Version 14 which allows you to practice the day-to-day activities as if you were in an actual office setting. An optional upgrade package is available which includes a Medisoft Version 14 Student software CD (package ISBN: 978-1-4377-0315-3). The engaging worktext format reinforces chapter content and encourages you to apply what you've learned to real-world case studies, critical thinking exercises, role-playing exercises, and collaborative learning activities. Written in a conversational writing style, making reading and absorbing the material easier and more enjoyable. Real-world examples offer practical insight from the front lines of medical office administration. Sample administrative procedures provide realistic practice managing common tasks with real-world office management software. An optional upgrade package includes the MediSoft Version 14 Student CD you can use for additional independent practice. Provides more in-depth coverage of patient diversity than any other medical office text. Key terms are defined throughout each chapter and in greater detail in a comprehensive glossary to clarify important concepts. Procedure boxes throughout the book offer step-by-step instructions on how to perform specific administrative tasks. Procedure Checklists, based on CAAHEP competencies, spell out the individual steps required to complete a full range of administrative procedures. Evolve online features include interactive terminology flash cards, chapter review exercises, content updates, and Web links for additional reading. HIPAA Hints boxes throughout the text familiarize you with essential state and federal compliance regulations you'll encounter in practice.

About the Author Brenda A. Potter, BS, Instructor, Northwest Technical College, Moorhead, MN