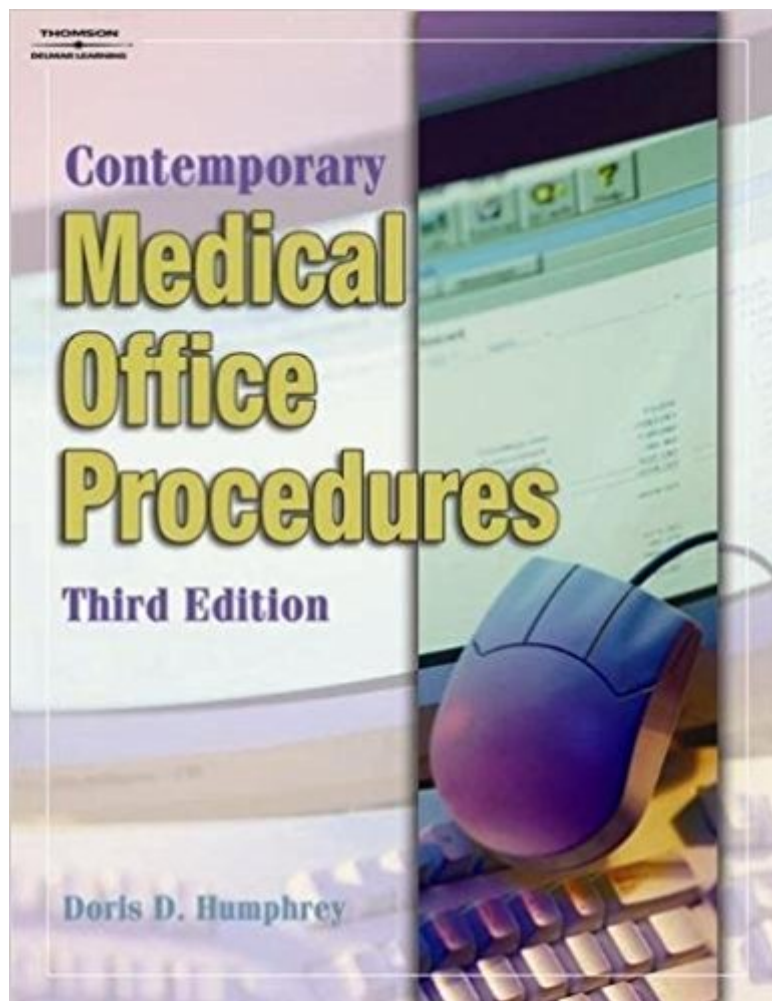


The book was found

Contemporary Medical Office Procedures



Synopsis

Contemporary Medical Office Procedures, Third Edition, is designed to provide learners with the knowledge and skills necessary for career success in administrative medical assisting. Entry-level administrative and general competency areas outlined in the Medical Assistant Role Delineation Chart of the AAMA are addressed. The book is divided into five parts: "Today's Medical Environment," "Patient Relations," "Computers and Information Processing in the Medical Office," "Automating Medical Office Financial Management," and "Becoming a Career Medical Assistant." Each part focuses on a major area that influences an administrative medical assistant's responsibilities.

Book Information

Series: Medical Office Procedures

Paperback: 384 pages

Publisher: Delmar Cengage Learning; 3 edition (August 15, 2003)

Language: English

ISBN-10: 1401863450

ISBN-13: 978-1401863456

Product Dimensions: 0.8 x 8 x 10.2 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: #2,317,261 in Books (See Top 100 in Books) #50 in [Books > Medical Books > Allied Health Professions > Medical Transcription](#) #229 in [Books > Medical Books > Allied Health Professions > Physician Assistants](#) #619 in [Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Practice Management & Reimbursement](#)

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])

Doris Davenport Humphrey PhD is the President of Career Solutions Training Groups in Pennsylvania. --This text refers to an out of print or unavailable edition of this title.

i personally didnt want this book becUSE ITS NOT WHAT BY THE AUTHOR I WANT.....I LOVE BOOKS BUT I NEED THIS CANCELLED

[Download to continue reading...](#)

Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Contemporary Medical Office Procedures (Medical Assisting Exam Review: Preparation for the CMA, Rma, & Cmas) Contemporary Medical Office Procedures Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics Fior Medical Office Professionals) The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Legal Office Projects (with CD-ROM) (Legal Office Procedures) Progressive Medical Word Scramble Puzzles: Contemporary Medical Terminology (Progressive Challenges in Contemporary Medical Terminology Book 1) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Medical Terminology: Medical Terminology Easy Guide for Beginners (Medical Terminology, Anatomy and Physiology, Nursing School, Medical Books, Medical School, Physiology, Physiology) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) Medical Office Procedures The Electronic Health Record for the Physician -â„¢s Office: For Simchart for the Medical Office, 2e Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version Lexi-Comp's Dental Office Medical Emergencies: A Manual of Office Response Protocols The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical

Encyclopedia) The PDR Family Guide Encyclopedia of Medical Care: The Complete Home Reference to Over 350 Medical Problems and Procedures from the Publishers of The Physicians' Desk Reference® (PDR Family Guides) Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)