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get ready for your first medical assisting job with this hands on guide to common medical office tasks computerized medical office procedures 4th edition explains administrative and financial functions in a clear step by step format and provides realistic exercises to help you confidently prepare to use computers in the medical office using medisoft v18 practice management software you ll practice medical assisting tasks such as appointment scheduling entering patient information accounting procedures and billing insurance

companies written by educator william larsen this book helps you develop the front office competencies you need hands on practice using medisoft version 18 familiarizes you with the professional practice management software you ll use on the job medisoft sold separately an engaging conversational writing style makes difficult concepts easier to understand with information presented in small easy to digest segments step by step procedures include screenshots to guide you through each administrative task day by day simulations provide you with two weeks of hands on experience similar to working in a real world medical office reminders at the end of each chapter ask you to back up your data for good data management practice checking your understanding reviews and hands on putting it into practice activities are provided at the end of each chapter to ensure that you meet learning objectives information on backing up and restoring data prepares you for any power outages or electronic malfunctions updated content on the electronic health record in the physician s office relates computerized practice management systems to the use of ehrs new case studies on the evolve companion website offer additional practice using medisoft v18 new elsevier clinic provides samples to follow as you create new patient data and perform medisoft tasks the data file may also be downloaded from the evolve website new chapter summaries are included at the end of each chapter

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 3rd 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 18 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 18 demo cd isbn 9780323279789 engaging worktext format makes it easier to apply what you ve learned to the real world breaking up the content into manageable segments and providing case studies critical thinking exercises role playing exercises and collaborative learning activities real world examples apply important concepts to the medical office setting a conversational writing style makes it easier to read and understand the material hipaa hints ensure that you comply with hipaa mandates unique the diverse community of patients chapter addresses the important issue of cultural diversity procedure boxes offer step by step instructions on how to perform specific administrative tasks procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on caahep competencies learning objectives show the key points that you are expected to learn in each chapter new medisoft v18 software allows you to practice common administrative tasks with real world

office management software medisoft sold separately new coverage of icd 10 coding prepares you for the october 2014 transition to icd 10 updated ehr coverage applies administrative concepts and procedures to their use within the electronic health record new electronic procedure checklists on the evolve companion website measure how well you have mastered procedures

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medical office procedures 5e by becklin is a text workbook that introduces and describes the tasks of a medical assistant s career teaches records management medical communications and scheduling skills and describes procedures for preparing patients charts and bills practice management and finances are also addressed multi day simulations provide real world experience with physician dictation

this text workbook is designed to expose students to both traditional medical office procedures and the computerized medical office projects and simulations are included and can done manually or on the computer using medisoft patient accounting software

this concise practical text workbook provides extensive real world practice with the universal medical insurance claim form the hcfa 1500 includes flow charts claims processing forms and medical reports coding and billing content is based on industry practice and addresses electronic claims and a variety of compliance issues the text provides a brief introduction to medisoft advanced patient billing software

this practical text workbook uses medisoft s just claims software to teach students the basics of filing computerized hospital claims including the ub 92 content focuses on hospital billing flow elements required to complete the ub 92 form variations of form completion requirements compliance and using the computer to complete the form each chapter features tutorial information hands on computer practice problems objective end of chapter activities and computer problems software is available to instructors who adopt the book

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