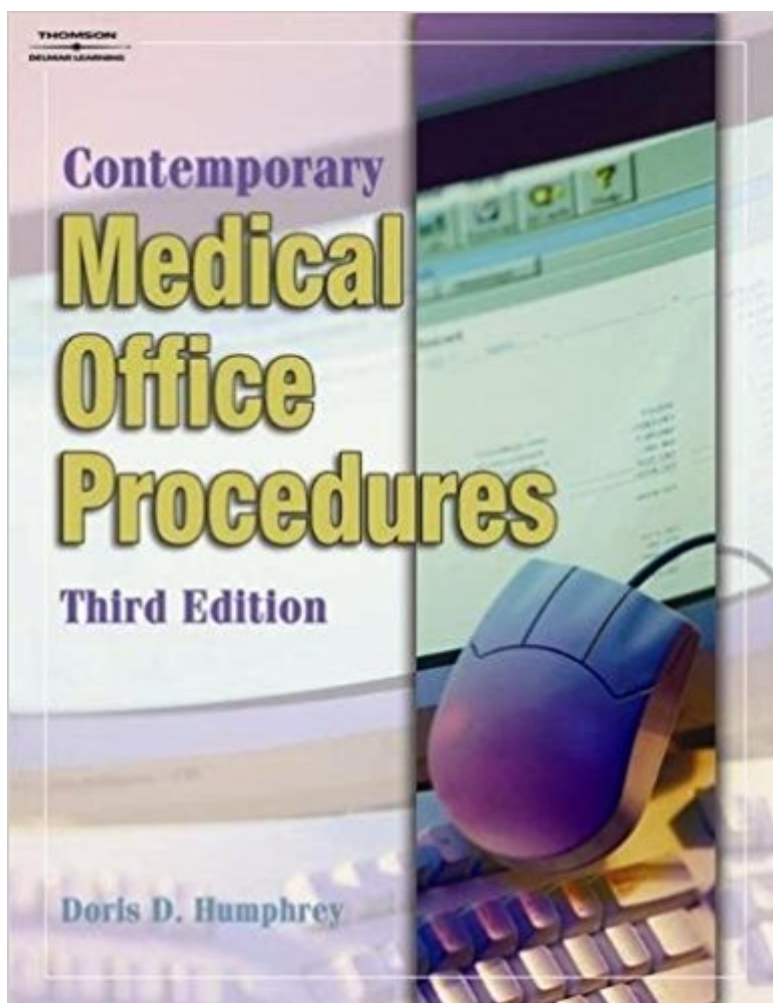


The book was found

# 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 - 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<sup>®</sup> (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](#)