

How To Write A Policy And Procedure Manual For A Medical Office

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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 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

learn the skills you need to succeed in the modern medical office *Medical Office Administration a Worktext 5th edition* provides a clear hands on approach to help you master the role and responsibilities of the administrative medical assistant with a focus on exceptional patient service this easy to read text stresses comprehension application and critical thinking to ensure you are job ready on day 1 when used in conjunction with SimChart for the Medical Office Elsevier's educational EHR sold separately you will gain realistic experience with day to day tasks as if you were in an actual office setting this worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job approachable writing

style uses a conversational tone for easy understanding procedure checklists outline the steps required to complete a full range of administrative tasks patient centered focus highlights the importance of exceptional service as a key component of every medical assisting competency think about it feature encourages you to apply your knowledge to realistic work situations and develop critical thinking chapter checkpoints promote comprehension with questions following sections of the text compliance tips provide focused guidance on how to follow hipaa mandates learning resources on the evolve website provide extra practice including chapter quizzes a sample certification exam and interactive forms new content expands discussion of patient confidentiality healthcare data security appointment scheduling procedure coding changes job search strategies and more unique correlation with new simchart for the medical office scmo exercises simulates all aspects of the administrative functions that make up the day to day practice of a medical office scmo sold separately new sample practice examination on the evolve website provides effective preparation for certification

utilizing their expertise in finance and accounting the authors present a hands on guide to the necessary practices and procedures needed to run today s medical practice topics include basic information on accounting and finance financial statements general business considerations such as internal controls and actual sample balance sheets and financial statements

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