The Paperless Medical Office Using Optum Pm And Physician Emr

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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

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having a balanced understanding of legal and ethical concepts and applying them to a multitude of real life clinical and administrative situations is essential to any health professional this text provides this balance by helping health professionals understand both the intention as well as the realities of the law all the while preparing them for the major ethical considerations and dilemmas they may encounter written in a straightforward manner aimed at health professionals in a variety of settings this book introduces the reader to many topics affecting health care today such as the legal system patient physician relationship professional liability and malpractice prevention confidentiality physician s public duties medical records and bioethical issues through this introduction healthcare professionals will better understand the ethical obligations to the patient the employer and themselves for medical assisting students

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