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**COURSE CONTENT**

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- What is a Medical Secretary?
- Choosing Your Career
  - Medical Specialties
  - Medical Supplies and Accessories and Instruments
- The Medical Secretary in a Hospital
- The Office Medical Secretary
- Administrative Office
- Admitting Office
- The Clinic Secretary
- Professional Qualifications of a Medical Secretary
- Skills and Specialized Knowledge Requirements of a Medical Secretary

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- Two Main Categories of Records
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  - 2. Business Papers – Financial Records and Documents Necessary to the Management of the Doctor's Office
- The Patient's Medical History
- Medical Report
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- Types of Hospital Records

**B. FINANCIAL RECORDS**

- The Doctor's Fee
- Fee for Service
- Capitation
- Managed Care
- Methods of Payment
- Patient's Ledger
- Combined Journal
- General Ledger
- Petty Cash

  
A large rectangular area of the page is heavily redacted with a dark grey color, obscuring several paragraphs of text. The redaction is approximately 75% of the page width and 80% of the page height, starting below the 'B. FINANCIAL RECORDS' section and ending above the bottom-most redacted area.

# Medical Office Study Guide

**Judy Kronenberger,Julie Ledbetter**

## **Medical Office Study Guide:**

Study Guide for Today's Medical Assistant Kathy Bonewit-West,Sue Hunt,Edith Applegate, MS,2012-10 Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs A pretest and posttest in each chapter measure your understanding with 10 true false questions Key term assessments include exercises to help in reviewing and mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate progress and prepare for the certification examination Critical thinking activities let you apply your knowledge to real life situations Practice for Competency sections offer extra practice on clinical skills presented in the book Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards Updated content includes exercises for topics such as electronic medical records advanced directives HIPAA emergency preparedness ICD 10 coding documentation medical office technology medical asepsis vital signs pediatrics colonoscopy IV therapy and CLIA waived tests New activities provide practice for the Today s Medical Assistant textbook s newest and most up to date content New Emergency Protective Practices for the Medical Office chapter includes procedures critical thinking questions and other activities to help you understand emergency preparedness New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step by step guide to this important procedure New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs New practicum and externship activities on Evolve provide practice with real world scenarios    Study Guide for Today's Medical Assistant - E-Book Kathy Bonewit-West,Sue Hunt,2020-03-02 Get unrivaled practice mastering all the concepts and skills necessary for success in today s fast paced medical office with the Study Guide for Today s Medical Assistant Filled with assignment sheets pre and post tests vocabulary practice short answer review questions critical thinking activities competency practice and evaluations for each chapter this comprehensive study guide is the perfect hands on resource to jump start your medical assisting expertise The 4th Edition features enhanced coverage of healthcare law certification electronic health records motivational interviewing office management and more as well as additional procedures to address behavior based competencies and more EHR practice Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant Chapter pre tests and post tests enable you to easily gauge how much content you have mastered Critical thinking activities encourage you to develop the judgment needed for real life medical office situations Laboratory assignments at the beginning of each chapter offer a guide on each chapter s procedures Practice for Competency checklists for each procedure help you practice each of your clinical skills Perforated

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Kathy Bonewit-West,Kathy Bonewit-West, BS, MEd,Sue Hunt,2021-12 **Newman's Certified Medical Office**

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Package KATHY. BONEWIT-WEST,Sue Hunt,2021-01-27

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