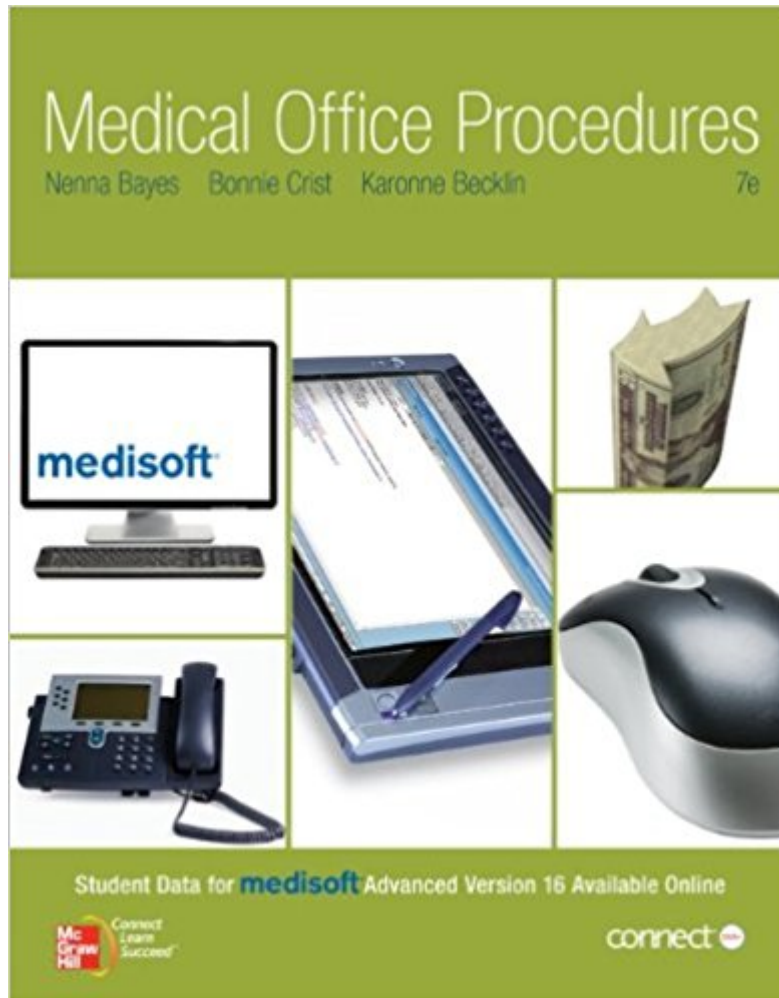




The book was found

Medical Office Procedures



Synopsis

New four-color interior. Thoroughly revised and updated, Medical Office Procedures 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. Managerial skills have been added for this edition. Two new authors, Nenna L. Bayes, B.A., M.Ed, and Bonnie J. Crist, B.S., CMA (AAMA), add valuable currency to the text's content and instruction. Bayes and Crist offer a wealth of instructional experience. They have used this product for many editions.

Book Information

Paperback: 512 pages

Publisher: McGraw-Hill Education; 7 edition (January 13, 2011)

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ISBN-10: 0073401986

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Product Dimensions: 8.4 x 0.8 x 10.8 inches

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Average Customer Review: 3.6 out of 5 stars 13 customer reviews

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Customer Reviews

Nenna L. Bayes , AAS, BBA, M.Ed., CPC, has coauthored and reviewed various titles within the medical administrative fields. She earned an associate of applied business degree, a bachelor of business administration degree, and a masters of arts in education from Morehead State University. During her tenure, she has taught numerous courses within the administrative and medical administrative curriculum. She is a professor in and the program coordinator for the Office Systems Technology and Medical Information Technology programs at Ashland Community and Technology College in Ashland, Kentucky, and has received many teaching excellence awards. She is also a certified professional coder (CPC). Prior to teaching, she worked in various medical office environments. Additionally, she is a member of the American Academy of Professional Coders

(AAPC) and the American Health Information Management Association (AHIMA). She lives in Flatwoods, Kentucky, with her husband and is blessed to have two children and two granddaughters. She is actively involved in music and enjoys camping in her leisure time.

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