

ICD-9-CM Expert for Skilled Nursing Facilities Inpatient Rehabilitation Facilities and Hospices Volumes 1 2 & 3 - 2015 Spiral



BOOK DETAILS

- Author : Optum360
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BOOK 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 assistants 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 texts content and instruction. Bayes and Crist offer a wealth of instructional experience. They have used this product for many editions.

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