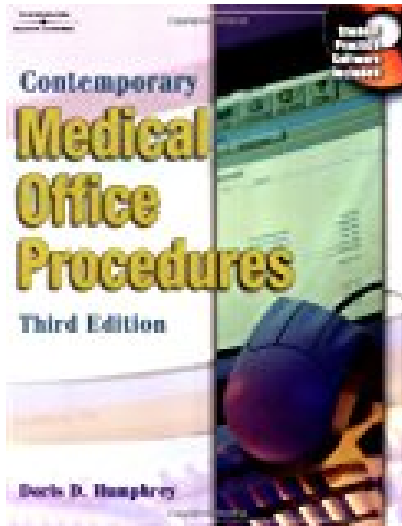


Contemporary Medical Office Procedures



BOOK DETAILS

- Author : Doris Humphrey
- Pages : 384 Pages
- Publisher : Delmar Cengage Learning
- Language : English
- ISBN : 1401863450

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BOOK SYNOPSIS

Contemporary Medical Office Procedures, Third Edition, is designed to provide learners with the knowledge and skills necessary for career success in administrative medical assisting. Entry-level administrative and general competency areas outlined in the Medical Assistant Role Delineation Chart of the AAMA are addressed. The book is divided into five parts: "Today's Medical Environment," "Patient Relations," "Computers and Information Processing in the Medical Office," "Automating Medical Office Financial Management," and "Becoming a Career Medical Assistant." Each part focuses on a major area that influences an administrative medical assistant's responsibilities.

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