



Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 6e

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Saunders, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction 1. Becoming a Successful Student 2. The Healthcare Industry Unit One: Introduction to Medical Assisting 3. The Medical Assisting Profession 4. Professional Behavior in the Workplace 5. Interpersonal Skills and Human Behavior 6. Medicine and Ethics 7. Medicine and Law Unit Two: Administrative Medical Assisting 8. Computers in the Medical Office 9. Telephone Techniques 10. Scheduling Appointments 11. Patient Reception and Processing 12. The Office Environment and Daily Operations 13. Written Communications and Document Processing Unit Three: Health Information in the Medical Office 14. Documentation and Medical Records Management 15. Health Information Management 16. Privacy and Risk Management Unit Four: Billing and Coding Procedures 17. Basics of Diagnostic Coding 18. Basics of Procedure Coding 19. Third-Party Reimbursement 20. The Health Insurance Claim Form 21. Professional Fees, Billing, and Collecting Unit Five: Financial and Practice Management 22. Banking Services and Procedures 23. Management of Practice Finances 24. Medical Practice Management and Human Resources 25. Medical Practice Marketing and Customer Service Unit Six: Assisting with Medical Specialties 26. Assisting with Medical Emergencies Unit Seven: Career Development 27. Career Development and Life Skills Appendixes A. Patients...



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