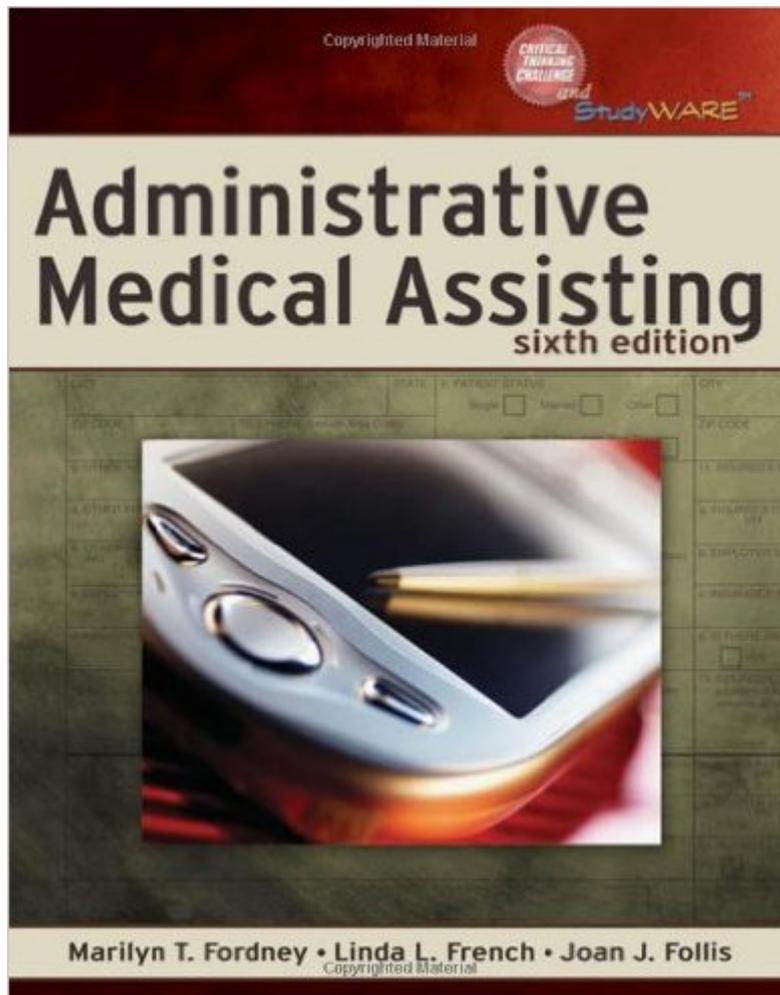


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Administrative Medical Assisting



Synopsis

Administrative Medical Assisting, Sixth Edition is the most comprehensive front-office medical assisting learning package available (includes book + StudyWare CD-ROM). Patient education, legal responsibilities, compliance with HIPAA, and critical thinking scenarios are integrated throughout the book. Guidelines leading to an improved relationship between health care consumers and providers are highlighted in each chapter to reinforce customer service skills in outpatient settings. With this robust resource, you will learn the latest in communication technology, extensive step-by-step procedures, financial management concepts, and communication skills essential in preparing medical assistants for the 21st century job market.

Book Information

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Customer Reviews

This is absolutely the worst book written on the subject where information presented in a very disorganized and hard to understand form. Majority of the terms listed in the beginning of each chapter are not covered or covered extremely light within the chapter. Workbook questions are completely out of sync with the main book, which makes it extremely hard to complete it. It feels like writers just gathered information from various sources and medical dictionaries then dump it all together into one book without organizing or filtering reading material. Also material presented in the book in many case just outdated and obsolete for current medical office use. Even instructors in our college find this book very hard to read and explain where lots of material is just irrelevant. I would

not recommend this book to anybody if you care to learn Medical Office Procedures.

I am just now working through this book and I like it and the workbook that goes with it(must purchase separately). It's informative and interesting. It's such a wide topic but the authors did a good job. I am disappointed in the accompanying CD that came with this though, the quizzes and other activities on it seem stuck on just a few terms and concepts. How many times does one need to know that a caduceus is the insignia for the medical profession??

This book is all about office job skills, some chapter is very easy such as how to open and close your clinic, how to pick up telephone, how to write fax cover or how to write an address on letter envelope. I would say 50% of this book you already know, but this book collects information together to make you easy to arrangement your job.

This book is absolutely the worst book ever. Talk about out of date! Right out of the 70s. The workbook exercises are completely lame. Writing checks, creating receipts, total first grade stuff. Do not buy this book....

I used this book for a high school extra-curricular competition and it had helped me immensely. However, due to some circumstances, I had to buy another one. Overall, this is a very wonderfully written book. The graphs are easy to understand as well as colorful layouts.

I received the book within the time frame they said and the condition was good. The price was great,too. There were some high lights but this is a used book. But there were no tear or stain. I am satisfied. Thank you!

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