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KEY=FUNDAMENTALS - COLBY SANTANA

Getting Started in the Computerized Medical Office: Fundamentals and Practice, Spiral bound Version

Cengage Learning *GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE: FUNDAMENTALS AND PRACTICE will help prepare your students to work with any practice management software used in medical offices today. The book follows the flow of information as patients are scheduled and seen in a medical office, through procedure posting, billing and collections. Content within the book is grouped by subject for easy reading, followed by immediate application of the concepts to the software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

Getting Started in the Computerized Medical Office + Ilab for Medical Office Simulation Software

Fundamentals and Practice

Acp Getting Started in the Computerized Medical Office

Studyguide for Getting Started in the Computerized Medical Office: Fundamentals and Practice by Cindy Correa, ISBN 9781435438477

Cram101 *Never HIGHLIGHT a Book Again! Virtually all of the testable terms, concepts, persons, places, and events from the textbook are included. Cram101 Just the FACTS101 studyguides give all of the outlines, highlights, notes, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanys: 9781435438477 .*

Getting Started in the Computerized Medical Office: Fundamentals and Practice, Spiral bound Version

Cengage Learning *GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE: FUNDAMENTALS AND PRACTICE will help prepare your students to work with any practice management software used in medical offices today. The book follows the flow of information*

as patients are scheduled and seen in a medical office, through procedure posting, billing and collections. Content within the book is grouped by subject for easy reading, followed by immediate application of the concepts to the software. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Delmar's Administrative Medical Assisting

Cengage Learning *In today's dynamic health care environment, medical assistants are playing an increasingly important role. DELMAR'S ADMINISTRATIVE MEDICAL ASSISTING, Fifth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing field. Known for its thorough coverage, extensive technical detail, and accurate, up-to-date content, this proven book covers clinical tasks such as taking patients' medical histories, recording vital signs, explaining procedures, and assisting care providers during exams, as well as administrative duties including managing patient information, electronic medical records (EMR), insurance documentation, billing, and bookkeeping. In addition, chapter material and learning objectives are clearly mapped to ABHES, CAAHEP, and MAERB competencies, with an increased focus on professionalism and personal effectiveness, to help you hone practical, real-world skills and prepare for certification. The guide also supports effective learning with a variety of online resources to help you make the most of your study time, including interactive quizzes for self-assessment and the popular Critical Thinking Challenge application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies

Cengage Learning *In today's dynamic health care environment, medical assistants are playing an increasingly important role. DELMAR'S COMPREHENSIVE MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES, Fifth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing field. Known for its thorough coverage, extensive technical detail, and accurate, up-to-date content, this proven book covers clinical tasks such as taking patients' medical histories, recording vital signs, explaining procedures, and assisting care providers during exams, as well as administrative duties including managing patient information, electronic medical records (EMR), insurance documentation, billing, and bookkeeping. In addition, chapter material and learning objectives are clearly mapped to ABHES, CAAHEP, and MAERB competencies, with an increased focus on*

professionalism and personal effectiveness, to help you hone practical, real-world skills and prepare for certification. The guide also supports effective learning with a variety of online resources to help you make the most of your study time, including interactive quizzes for self-assessment and the popular Critical Thinking Challenge application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

WebTutor? Advantage for WebCT? Printed Access Card for Correa's Getting Started in the Computerized Medical Office, 2nd

Improve your grades with WebTutor? online review and test prep tools.

Workbook for Correa's Getting Started in the Computerized Medical Office

Delmar Pub *A workbook to accompany the author's text offers additional practice through exercises and review of concepts and terms.*

Understanding Medical Coding: A Comprehensive Guide

Cengage Learning *Learn everything you need to know about medical coding with the practical and easy to understand UNDERSTANDING MEDICAL CODING: A COMPREHENSIVE GUIDE, 4E. Using clear, step-by-step instructions, readers learn how to code a claim correctly and link the correct CPT and ICD-10-CM codes for reimbursement. They gain an understanding of adjustments, how and when to bill patients, and what to do in case of a denial or rejection. Thoroughly updated coverage introduces the industry's new standard ICD-10-CM. This edition also details CPT coding and modifiers with more code-specific information and a concentration on specialty coding and levels of coding. Case studies, practice exercises, tips, examples, charts, and photos help improve performance*

and ensure that readers are well prepared for medical coding positions in a variety of settings. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

WebTutor Advantage on Blackboard Printed Access Card for Correa's Getting Started in the Computerized Medical Office

Designed to complement the book, WebTUTOR? Advantage is a content-rich, web-based teaching and learning aid that reinforces and clarifies complex concepts. Online quizzes offer immediate feedback for students to reinforce learning.

Computerized Medical Office

A Step-by-Step Guide to Selecting and Using a Computer System

Diversified Health Occupations (Book Only)

Cengage Learning *Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

Computerized Medical Office Procedures

Saunders *This innovative new worktext with CD-ROM familiarizes readers with both general computer applications and medical office management software, giving them the confidence and skills to succeed as a medical office assistant. The companion CD-ROM features an easy-to-use, scaled-down version of Lytec Medical 2001 software, already populated with fictional medical office data for practice that mimics an actual medical office environment. All aspects of computerized administrative and financial functions in the medical office are addressed - from new patient entry to scheduling, billing, and insurance claims processing. As each concept builds on material from earlier chapters, the reader's knowledge is solidified through chapter-opening objectives and vocabulary, step-by-step procedures, in-text exercises, special hints, chapter summaries, and several assessment exercises at the end of each chapter. A scaled-down version of Lytec Medical 2001 software on CD-ROM is packaged with the text, populated with fictional medical office data that enables readers to manipulate the program exactly as they would in an actual medical office environment. A week-long simulation, in which the reader must "create" a fictional medical practice from the ground up, incorporates many common situations and tasks from an actual medical office. Step-by-step procedures break skills and information into easily manageable segments so the reader can proceed at his or her own pace and review material as needed. Exercises are interspersed through chapter discussions, often directly following procedures, providing immediate reinforcement of skills and theories. Incomplete information in the exercises forces the reader to obtain missing material from source documents (included in the appendix), reinforcing strategies for dealing with gaps in information. Several self-assessment sections at the end of each chapter - Using Terminology, Checking Your Understanding, and Putting it into Practice - help the reader keep tabs on his or her own learning. Hints in the text alert readers to common mistakes and/or problems often encountered when using the Lytec software. Over 200 computer screen shots provide visual, step-by-step examples that guide the user through complicated procedures.*

DHO Health Science Updated

Cengage Learning *The highly respected DIVERSIFIED HEALTH OCCUPATIONS is now DHO HEALTH SCIENCE UPDATED. The Eighth Edition of this trusted text continues to provide an all-in-one resource for introductory coursework in the health science curriculum. Organized in two parts, the text opens with foundational information required to enter a broad range of health professions, including infection control, first aid, legal requirements, and professionalism. The second part covers fundamental entry-level skills for a range of specific careers, including medical assisting, dental assisting, and more. Carefully revised, the updated Eighth Edition includes*

information on the Patient Protection and Affordable Care Act, new nutritional guidelines from the U.S. Department of Agriculture, updates that correlate with the Enhanced National Healthcare Foundation Standards, and more to prepare you for success in today's high-demand health science careers. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

DHO: Health Science

Cengage Learning *The highly respected DIVERSIFIED HEALTH OCCUPATIONS is now HEALTH SCIENCE! The new 8th edition continues to be the all in one resource for introductory coursework in the health science curriculum. Organized in two parts, the first section of the book presents foundational information required to enter a broad range of health professions, such as infection control, first aid, and professionalism. The second provides fundamental entry-level skills by specific careers, including medical assisting, dental assisting, and more. Carefully revised with new photos throughout, this eighth edition includes a new chapter on Medical Math, information on the Patient Protection and Affordable Care Act, new nutritional guidelines from the U.S. Department of Agriculture, updates that correlate with the National Healthcare Foundation Standards, and much more! Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.*

How to Select a Computerized Medical Office Practice System

Computerized Medical Office Procedures

A Worktext

W B Saunders Company *Learn how to process patient and billing information with Medisoft faster with Computerized Medical Office Procedures: A Worktext, 2nd Edition. Hands-on exercises show what to do and how to do it to help you make a quick transition from classroom practice to real-world employment. Plus, learning objectives and key terms focus your learning and enable you to start*

putting what you've learned into practice right away!

Computerized Medical Office Management

Delmar's Computerized Medical Office Network

Delmar Pub *Medical Office Simulation Software (MOSS), developed in conjunction with Getting Started in the Computerized Medical Office: Fundamentals and Practice, by Cindy Correa, is a highly interactive CD-ROM designed to help the user prepare to work with any commercial medical practice management software used in medical offices today. The Network CD-ROM contains an Instructor's Panel, a tool designed for the instructor for class management. The Instructor's Panel enables the instructor to set up classes and students, view database elements useful for monitoring and evaluating student progress, and customize student data in order to add codes, insurance carriers, and special situations that are regionally important or specific to certain medical specialties.*

Computerized Medical Office Management

Instructor's Guide

The Medical Manager for Windows

Version 10 : Computerized Practice Management

Delmar Pub *This learning system introduces users to The Medical Manager®, the best-selling commercial computerized medical office management software in the health care industry. The purpose of The Medical Manager® Student Edition, Version 10 is to familiarize learners with computerized medical account management and to help them develop the confidence and skills necessary to become successful in the medical office.*

Computerized Medical Information System of the NIH Clinical Center

Computerized Medical Office Procedures

Elsevier Health Sciences *Get ready for your first medical assisting job with this hands-on guide to common medical office tasks. Computerized Medical Office Procedures, 4th Edition explains administrative and financial functions in a clear, step-by-step format and provides realistic exercises to help you confidently prepare to use computers in the medical office. Using Medisoft® v18 practice management software, you'll practice medical assisting tasks such as appointment scheduling, entering patient information, accounting procedures, and billing insurance companies. Written by educator William Larsen, this book helps you develop the front-office competencies you need! Hands-on practice using Medisoft® Version 18 familiarizes you with the professional practice management software you'll use on the job. Medisoft sold separately. An engaging, conversational writing style makes difficult concepts easier to understand, with information presented in small, easy-to-digest segments. Step-by-step procedures include screenshots to guide you through each administrative task. Day-by-Day Simulations provide you with two weeks of hands-on experience similar to working in a real-world medical office. Reminders at the end of each chapter ask you to back up your data, for good data management practice. Checking Your Understanding reviews and hands-on Putting It into Practice activities are provided at the end of each chapter to ensure that you meet learning objectives. Information on backing up and restoring data prepares you for any power outages or electronic malfunctions. UPDATED content on the Electronic Health Record in the physician's office relates computerized practice management systems to the use of EHRs New case studies on the Evolve companion website offer additional practice using Medisoft® v18. New Elsevier Clinic provides samples to follow as you create new patient data and perform Medisoft tasks — the data file may also be downloaded from the Evolve website. New chapter summaries are included at the end of each chapter.*

Today's Medical Assistant

Clinical and Administrative Procedures

Elsevier Health Sciences *Bringing together the clinical know-how of Kathy Bonewit-West, the administrative expertise of Sue Hunt, and the anatomy and physiology knowledge of Edith Applegate, this unique, hands-on text guides you through the medical knowledge and skills you need to succeed in today's fast-paced medical office. The latest standards and competencies for the medical assistant have been incorporated into this new edition, along with expanded coverage on important topics such as nutrition, the electronic medical record, ICD-10, emergency preparedness and disaster planning, time management, and computerized prescription refills. Consistent, meticulous coverage throughout the main text, IRM, SG, DVDs, Evolve, and more provide reliable content and unparalleled accuracy. Over 90 procedural videos on DVD and online provide a visual representation of important procedures. Expanded Student Evolve site contains all animations, games (such as Quiz Show and Road to Recovery), drag-and-drop exercises, Apply your Knowledge exercises, Prepare for Certification exercises, matching exercises, and other helpful activities such as blood pressure readings, determining height and weight, and drawing up medication. What Would You Do? What Would You Not Do? boxes and responses offer applications of real-life case studies. Clear and concise Anatomy and Physiology coverage covers the basics of A&P and eliminates the need for a separate A&P text. Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world. 8th grade reading level makes material approachable and easy to understand. New chapter on Emergency Preparedness offers a well-rounded perspective on what to do in specific emergency situations. New OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards. Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge. Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records.*

Computer Medical Databases

The First Six Decades (1950–2010)

Springer Science & Business Media *Chapter 1 offers an overview of the basic computer technology. Each succeeding chapter, describes the problems in medicine, followed by a review in chronological sequence of why and how computers were applied to try to meet these problems. Only the technical aspects of computer hardware, software, and communications are discussed as they are necessary to explain how the technology was applied. This approach generally led to defining the objectives for applications of medical informatics. At the end of each chapter, the author summarizes his personal views and interpretations of the chapter contents. Although the concurrent evolution of medical informatics in Canada, Europe, and Japan certainly influenced workers in the United States, the scope of this historical review is limited to the development of medical informatics within the United States. Furthermore, this review is limited to electronic digital computers; it excludes mechanical, analog, and hybrid computers.*

The Medical Manager

Computerized Practice Management

Delmar Pub *Now in a Windows environment, this learning system introduces students to The Medical Manager, the best-selling commercial computerized medical office management software in the healthcare industry. The purpose of The Medical Manager Student Edition, Version 9.20 is to familiarize students with computerized medical account management and to help them develop the confidence and skills necessary to become a successful medical office assistant. Each section builds step-by-step on the knowledge gained from the previous unit, while introducing concepts that will be covered later in the text. Challenging practice exercises provide students with opportunities to apply this knowledge. Please Note - Requires Medical Manager Student Edition Classroom software, ISBN 0-7668-2874-3, sold separately.(KEYWORDS: Medical Manager, manager, management, medical account management)*

Computerized Medical Office Procedures

A Worktext - Pageburst Retail

W B Saunders Company *This is a Pageburst digital textbook; Make a quick transition from classroom practice to real-world employment with a complete understanding of Medisoft Version 16 Practice Management Software. This easy-to-use worktext explains common medical office tasks in a clear, step-by-step format and provides realistic exercises to help you confidently prepare to use computers in the medical office. Hands-on practice using Medisoft Version 16 (software sold separately) familiarizes you with the professional practice management software you'll use on the job. An engaging, conversational writing style makes difficult concepts easier to understand. Comprehensive chapter reviews and worktext activities enable you to assess your understanding. Key terms are defined at the beginning and then practiced in a matching exercise at the end of each chapter to help you retain new vocabulary. New chapter organization helps you understand theory and concepts before learning related procedures.*

Protecting Privacy in Computerized Medical Information

Medical Office Administration - E-Book

A Worktext

Elsevier Health Sciences *Learn the skills you need to succeed in the modern medical office! Medical Office Administration: A Worktext, 5th Edition provides a clear, hands-on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service, this easy-to-read text stresses comprehension, application, and critical thinking to ensure you are job-ready on Day 1. When used in conjunction with SimChart® for the Medical Office, Elsevier's educational EHR (sold separately), you will gain realistic experience with day-to-day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. Approachable writing style uses a conversational tone for easy understanding. Procedure checklists outline the steps required to complete a full range of administrative tasks. Patient-centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking. Chapter checkpoints promote comprehension with questions following sections of the text.*

Compliance tips provide focused guidance on how to follow HIPAA mandates. Learning resources on the Evolve website provide extra practice, including chapter quizzes, a sample certification exam, and interactive forms. NEW content expands discussion of patient confidentiality, healthcare data security, appointment scheduling, procedure coding changes, job search strategies, and more. UNIQUE! Correlation with NEW SimChart® for the Medical Office (SCMO) exercises simulates all aspects of the administrative functions that make up the day-to-day practice of a medical office. (SCMO sold separately.) NEW! Sample practice examination on the Evolve website provides effective preparation for certification.

Computerized Medical Office Management

Delmar Pub

Doctor's Office Computer Prep Kit

Springer Science & Business Media *Rick lelovsek is one of the "old timers" in computer medicine, developing and using computer systems for over 15 years. At Duke University, he developed one of the first computerized medical records for obstetrics and gynecology and collaborated with Drs. Stead and Hammond in the development of billing and accounting systems. A founding member and current officer of the American Association for Medical Systems and Informatics (AAMSI), he heads up and writes a quarterly newsletter for a special interest group in computers for the American College of Obstetricians and Gynecologists. He is a genuine (medical) "computernik." . I was asked as a favor to review his manuscript and suggest any needed changes before it was sent to a publisher. (He was not at that time planning to send it to Springer-Verlag.) Reading it was one of those pleasures I usually associate with a review article that finally explains those things about a subject that I was aware of but never really understood. I was familiar with practice billing, for example, but didn't really know the whys and hows of it all. Doctor's Office Com puter Prep Kit has filled the gaps in my knowledge with superb detail.*

Computerized Medical Office Procedures

A Worktext: Using Medisoft

W B Saunders Company *This money saving package includes the 3rd edition of Larsen: Computerized Medical Office Procedures Textbook and Medisoft Version 16 Demo CD.*

Computers in the Medical Office

McGraw-Hill Companies *Computers in the Medical Office, Fifth Edition offers medical office training using full-featured, state-of-the-art software and current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. This text/workbook introduces and simulates medical office billing situations using Medisoft Advanced Version 11, the widely used medical office software program. As students progress through Medisoft, they learn to gather patient information, schedule appointments, and enter transactions. Information in the text contains updated HIPAA standards for privacy, security, transactions, and code sets. This text/workbook is written for those enrolled in community colleges, technical institutes, and career colleges seeking jobs in health information management, medical billing, and medical office assisting. Its practical, systematic approach is based on real-world medical office activities. The text and software work together to give the student a solid background to work in the medical office industry. Updated Government Regulations: The Fifth Edition teaches the most recent HIPAA standards for privacy, security, transaction and code sets. Use of MediSoft Advanced v.11: This software is widely used in medical offices. Skills learned through use of this program in conjunction with Computers in the Medical Office provide students with readily transferable skills for other similar software programs. This software is available to adopters of the book through McGraw-Hill. New Material: Chapter10, "Managing Collections," reflects a new feature in MediSoft Advanced. Hands-on case studies with realistic mix of HMO, PPO, and fee-for-service included earlier in the text. New - "On Your Own" hands-on exercises Exercise(s) in each chapter offer guided instruction, and proceed from simple to complex. At the end of each chapter, new "On Your Own" exercises provide students with the opportunity to practice applying what they learned in the chapter without guided instruction. Student books include a CD-ROM that contains the database students need to complete exercises. Students must have access to Medisoft Version 11, either in the classroom or lab or the At-Home version. Access to the Online Learning Center provides additional learning resources for the student. The Instructor's Manual comes with an Instructor Productivity Center in CD-ROM format that provides test banks and PowerPoint TM slides. The Classroom Performance System in-class quizzing and classroom management system is also available. The Online Learning*

Center also has resources for the instructor. Additionally, instructors can use Capstone Billing Simulation, Fourth Edition, a detailed medical practice simulation, as a follow-up to Computers in the Medical Office. Capstone also uses Medisoft Version 11 throughout, and comes with a CD-ROM.

Computerized Medical Office Procedures Text & Medisoft V18 Demo CD Package

W B Saunders Company *Get ready for your first medical assisting job with this hands-on guide to common medical office tasks. Computerized Medical Office Procedures, 4th Edition explains administrative and financial functions in a clear, step-by-step format and provides realistic exercises to help you confidently prepare to use computers in the medical office. Using Medisoft? v18 practice management software, you'll practice medical assisting tasks such as appointment scheduling, entering patient information, accounting procedures, and billing insurance companies. Written by educator William Larsen, this book helps you develop the front-office competencies you need*

Medical Manager 10.0

Student Edition

Delmar Pub *This learning system introduces student to the Medical Manager, the best-selling commercial computerized medical office management software in the healthcare industry. The purpose of the "Medical Manager Student Edition, Version 10 is to familiarize students with computerized medical account management and to help them develop the confidence and skills necessary to become successful in the medical office.*

Outlines and Highlights for Computerized Medical Office

Procedures by William D Larsen, Isbn 9781416048343 1416048340

Academic Internet Pub Incorporated *Never HIGHLIGHT a Book Again! Virtually all of the testable terms, concepts, persons, places, and events from the textbook are included. Cram101 Just the FACTS101 studyguides give all of the outlines, highlights, notes, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanys: 9781416048343 .*

Electrnc Medcl Records: Und& Usg Cmptrzd Med

Prentice Hall *The Student CD can be networked, used for distance learning, or purchased individually or as a val pak with the book. The Medcin Student Edition Software may be value packed with Richard Gartee's Electronic Health Records - ISBN: 0131564862 for $10.00 more than the price of the text or as a stand alone Student CDROM - ISBN:0131789376 available from Prentice Hall. The software is multi-user allowing students to work simultaneously and keep work separate. Exercise print outs generated from Medcin automatically include the student's login name or ID. Medcin is the licensed core technology in many prominent EHR Systems. 10 out of 15 EHR systems for medical offices use Medcin nomenclature as the technology underlying commercial EHR systems. Students therefore are more likely to apply skills acquired in this course to an EHR application in their office. * All work is printed and no exercises require saving.* All exercises are designed to be completed during a normal class time.* Printers use a standard Windows system.* For distance learning, the software allows the student to Print to HTML which will output the exercise document into a file that can be emailed.*

Medical Office Procedures

McGraw-Hill/Irwin *This text-workbook is designed to expose students to both. traditional medical office procedures and the computerized. medical office. Projects and simulations are included and can done manually or on the computer using MediSoft Patient. Accounting Software.*

The Medical Manager

Managed Care System, Version 8.10

Delmar Pub *This managed care learning system introduces learners to The Medical Manager, Managed Care System, the best-selling commercial computerized medical office management system. The text and accompanying data disk provide learners with opportunities to apply what is learned. Each section builds step-by-step on the knowledge gained from the previous unit. (medical assisting, multimedia, administration, medical manager)ALSO AVAILABLE -INSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDERManaged Care System, v.8.1, Instructor's Manual ISBN: 0-8273-8407-6Managed Care System Educational Software, v. 8.1 ISBN: 0-7668-0467-4*