



Delmar's Medical Office Reference Manual

Doris Humphrey, Kathy Sigler

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This revised reference manual provides students with up-to-date procedures and methods for organizing and managing the administrative responsibilities of today's computerized medical office. It can serve as a supplement for any medical office procedures course as well as a handy reference for those already employed in a medical office. Chapters are broken down into primary office tasks performed by a medical assistant, including coverage of communications, managing information, scheduling, third party billing, grammar, style, and terminology. Within each chapter, topics are numbered and divided into easy-to-follow subtopics. This manual includes coverage of medical ethics and law, the changing health care environment, and finding medical employment. Supplements Instructor's Manual 0-8273-8171-9 - 6 x 9, 400 pages, 2 color, paperbound

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