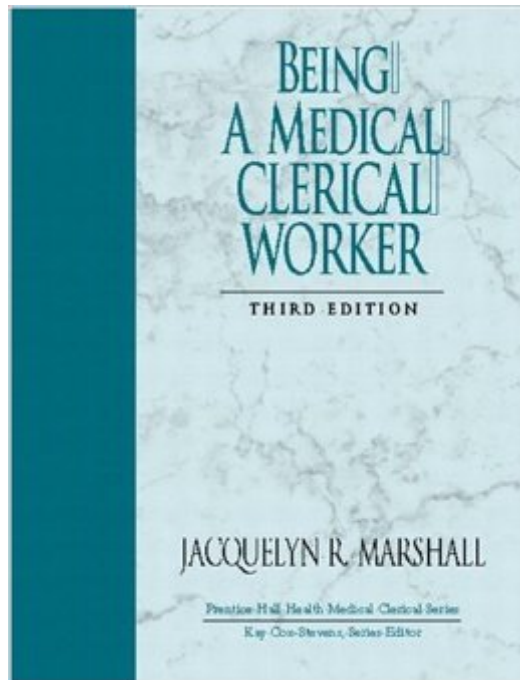


The book was found

Being A Medical Clerical Worker (3rd Edition)



Synopsis

Written for the medical clerical worker, this book not only gives an overview of the information needed to be successful, but also introduces readers to the opportunities to branch out into allied fields, including medical records and billing. Concise and well-written, this book focuses on front office administrative training, and is up-to-date with regulations and technology. This book covers all topics in the front-office medical clerical field, and includes updated insurance forms, procedures, and codes, as well diagnostic testing and the latest in communications and technology. It emphasizes safety and ethics, as well as prepares readers for the ever-changing health care office environment. For medical clerical workers and other health care professionals who supervise these employees.

Book Information

Paperback: 304 pages

Publisher: Pearson; 3 edition (May 23, 2003)

Language: English

ISBN-10: 0131126725

ISBN-13: 978-0131126725

Product Dimensions: 8.2 x 0.8 x 10.8 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 2.0 out of 5 stars [See all reviews](#) (1 customer review)

Best Sellers Rank: #3,446,882 in Books (See Top 100 in Books) #70 in [Books > Medical Books > Allied Health Professions > Medical Transcription](#) #1257 in [Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Medical History & Records](#) #1859 in [Books > Medical Books > Administration & Medicine Economics > Medical History & Records](#)

Customer Reviews

Out dated material, the clerical world changes daily; it seems.

[Download to continue reading...](#)

Being a Medical Clerical Worker (3rd Edition) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) English/Spanish Child Abuse Phrase Book: Family-Social Worker Interview Manual/Manual

Bilingüe Para Familias (English and Spanish Edition) The Dying Process - A Hospice Social Worker's Perspective On End Of Life Care: A helpful guide for coping and closure during end of life care The Mind at Work: Valuing the Intelligence of the American Worker The Big Squeeze: Tough Times for the American Worker The Miracle Worker: A Play in Three Acts Texas Law for the Social Worker: A 2016 Sourcebook My American Job: The Foreign Worker's Ultimate Guide to Finding a Job and a Visa Sponsor in the United States The Miracle Worker: A Play Mosby's Canadian Textbook for the Support Worker, 3e by Sheila A. Sorrentino (April 16 2012) The Social Worker and Psychotropic Medication: Toward Effective Collaboration with Clients, Families, and Providers (SAB 140 Pharmacology) The Worker Center Handbook: A Practical Guide to Starting and Building the New Labor Movement Cheated & Deafated: Mistress Harley's How To Gambling Guide: Stop being a loser & start being less of a loser (Cheated & Defated Book 1) Stop Being the String Along: A Relationship Guide to Being THE ONE Medical School Admission Requirements (MSAR) 2010-2011: The Most Authoritative Guide to U.S. and Canadian Medical Schools (Medical School Admission Requirements, United States and Canada) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary Pharmacology Study Guide: drug classification, indications, reactions, and examples, Pharmacodynamics, Pharmacokinetics, Medical Chemistry & more for medical, ... nursing, & dental students (Mobi Medical) Non-Medical Influences upon Medical Decision-Making and Referral Behavior: An Annotated Bibliography (Bibliographies and Indexes in Medical Studies)

[Dmca](#)