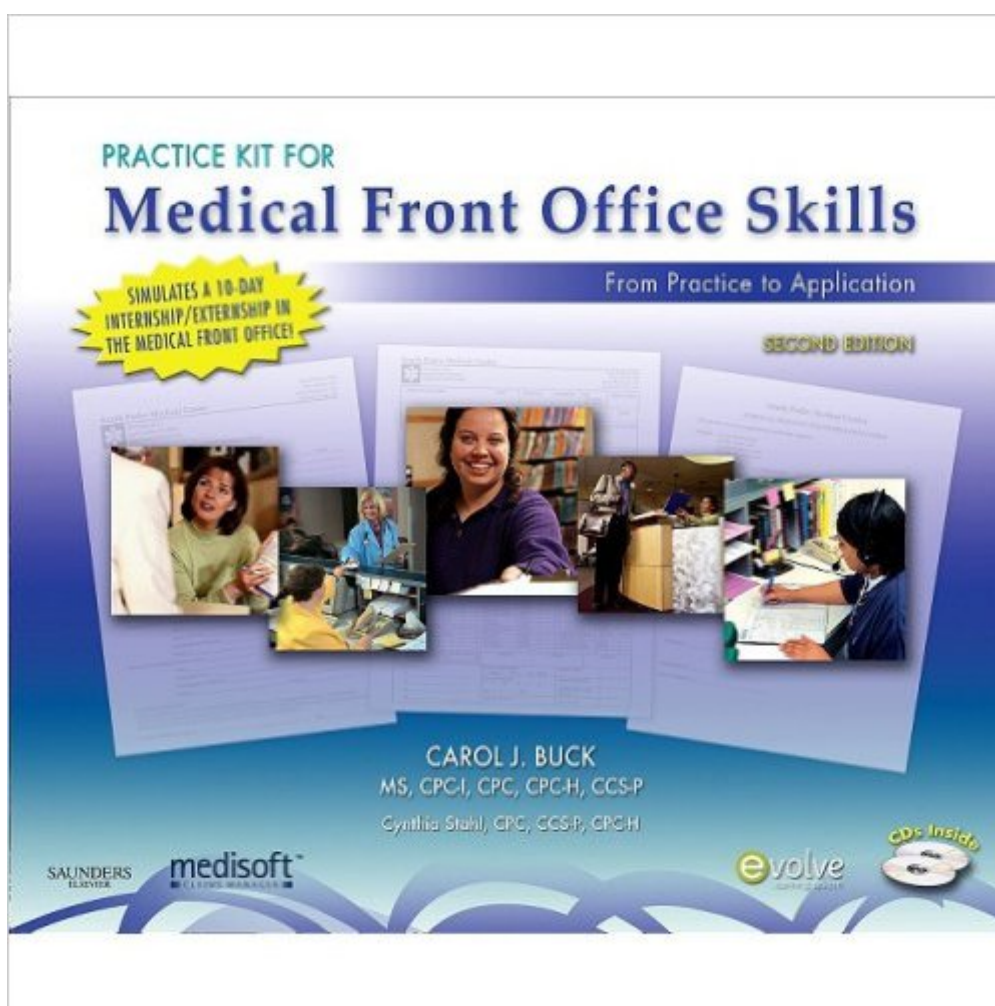


The book was found

Practice Kit For Medical Front Office Skills With Medisoft Version 14, 2e



Synopsis

Bestselling author Carol J. Buck has updated this innovative kit to provide you with real-life experience in preparation for your medical office career. The kit contains the tools you need to simulate your first two weeks on the job working in the front office of a medical practice. You'll find 37 tasks divided over a 10-day period. Each task simulates a commonly performed administrative duty and many can be performed either on paper or electronically. For assignments on paper, you're given actual examples of forms to be completed, such as daily schedules, history and physical reports, and attending physician statements. Actual file folders, pre-printed file labels, and appointment sheets are included to make your experience as realistic as possible. Two CD-ROMs feature the latest version of Medisoft Advanced Version 14 software, actual electronic forms, and MP3 audio files of telephone messages and transcribing examples. Contains 37 tasks that guide you through a two-week front office skills internship-like experience of print and electronic administrative exercises. Each task simulates an actual administrative duty of the medical assistant, such as managing patient scheduling in a multi-doctor practice or insurance and billing. Actual examples of forms and supplies are included in the kit, both print and electronically, to help you complete assigned daily tasks and support the experience of a real office setting. Regular content updates are available on the Evolve website. Answers to tasks are located in the Instructor's Resource Manual. The first CD-ROM contains Medisoft Advanced Version 14 practice management software to help you gain experience with an actual medical office software program. The second CD-ROM contains a library of actual medical office forms, a patient directory, and audio files in MP3 format for practice in taking phone messages and transcribing doctors' dictations.

Book Information

Paperback: 592 pages

Publisher: Saunders; 2 edition (February 13, 2009)

Language: English

ISBN-10: 1416061630

ISBN-13: 978-1416061632

Product Dimensions: 11.9 x 9.8 x 2.6 inches

Shipping Weight: 5.7 pounds

Average Customer Review: 2.0 out of 5 stars [See all reviews](#) (2 customer reviews)

Best Sellers Rank: #2,528,208 in Books (See Top 100 in Books) #53 in [Books > Medical Books > Allied Health Professions > Medical Transcription](#) #486 in [Books > Business & Money >](#)

Processes & Infrastructure > Office Management #1520 inÂ Books > Textbooks > Medicine & Health Sciences > Allied Health Services > Medical Assistants

Customer Reviews

it was okay but the software would not work on it. so I had to order the order version which is working fine

I AM CURRENTLY TAKING A MEDICAL/BILLING AND CODING COURSE AND THIS KIT WAS ASSIGNED TO OUR CLASS. AT FIRST IT WAS HELPFUL BUT I CONTINUE TO COME ACROSS SOOOOOO MANY GRAMMATICAL ERRORS!! SO MUCH SO THAT IT MAKES THE INSTRUCTIONS HARD TO COMPREHEND AT TIMES! THERE ARE SOME EXERCISES THAT REQUIRE YOU TO USE FORMS AND LABELS THAT AREN'T EVEN PROVIDED! I EVEN QUESTIONED MY TEACHER AS TO WETHER THE BOOK WAS EVEN EDITED BECAUSE OF ALL ITS MISTAKES. I REALLY AM DISAPPOINTED IN IT...JUST BECAUSE YOU CAN CODE DOES NOT MEAN YOU CAN WRITE A BOOK THOROUGHLY. I AM IMPRESSED IN MS BUCK'S KNOWLEDGE OF THE SUBJECT OF CODING BUT I FEEL THE WRITING COULD HAVE BEEN MORE ORGANIZED. NOT TO MENTION ALOT OF THE OUTDATED INFO...FOR INSTANCE I DON'T KNOW OF MANY OFFICES THAT STILL USE APPOINTMENT BOOKS AND HAND WRITE TRANSCRIPTS AND OPERATIVE REPORTS. IT WAS A BIT MUCH AND THE 11 YEARS IVE WORKED IN MEDICAL OFFICES I'VE YET TO BE ASKED TO DO ANY OF THOSE THINGS. I HOPE THE NEWER EDITION AND THE ONES TO FOLLOW ARE BETTER PUT TOGETHER.

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

Practice Kit for Medical Front Office Skills with Medisoft Version 14, 2e Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) Taber's Cyclopedic Medical Dictionary (Non-thumb-indexed Version) (Taber's Cyclopedic Medical Dictionary (Non-Indexed Version)) Taber's Cyclopedic Medical Dictionary (Thumb-indexed Version) (Taber's Cyclopedic Medical Dictionary (Thumb Index Version)) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: New Perspectives Microsoft Office 365 &

Office 2016: Introductory, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed
Access Card Panzergrenadiers to the Front!: The Combat History of Panzergrenadier Division
'Brandenburg' on the Eastern Front 1944-45 Front Range Descents: Spring and Summer Skiing and
Snowboarding In Colorado's Front Range Microsoft Office PowerPoint 2007: Introductory Concepts
and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Microsoft Office
2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Mosby's
Textbook for Nursing Assistants (Soft Cover Version) - Text, Workbook, and Mosby's Nursing
Assistant Video Skills - Student Version DVD 3.0 Package, 8e American Medical Association
Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical
Encyclopedia) Skills for Success with Access 2013 Comprehensive (Skills for Success, Office 2013)
The Medical Interview: Mastering Skills for Clinical Practice (Medical Interview) Guide to Dental
Front Office Administration Wonderlic Basic Skills Test Practice Questions: WBST Practice Tests &
Exam Review for the Wonderlic Basic Skills Test (First Set) Microsoft Office 2010 for Medical
Professionals Illustrated (Illustrated Series: Medical Professionals) Japanese Origami for Beginners
Kit: 20 Classic Origami Models [Origami Kit with Book, DVD, and 72 Folding Papers]

[Dmca](#)