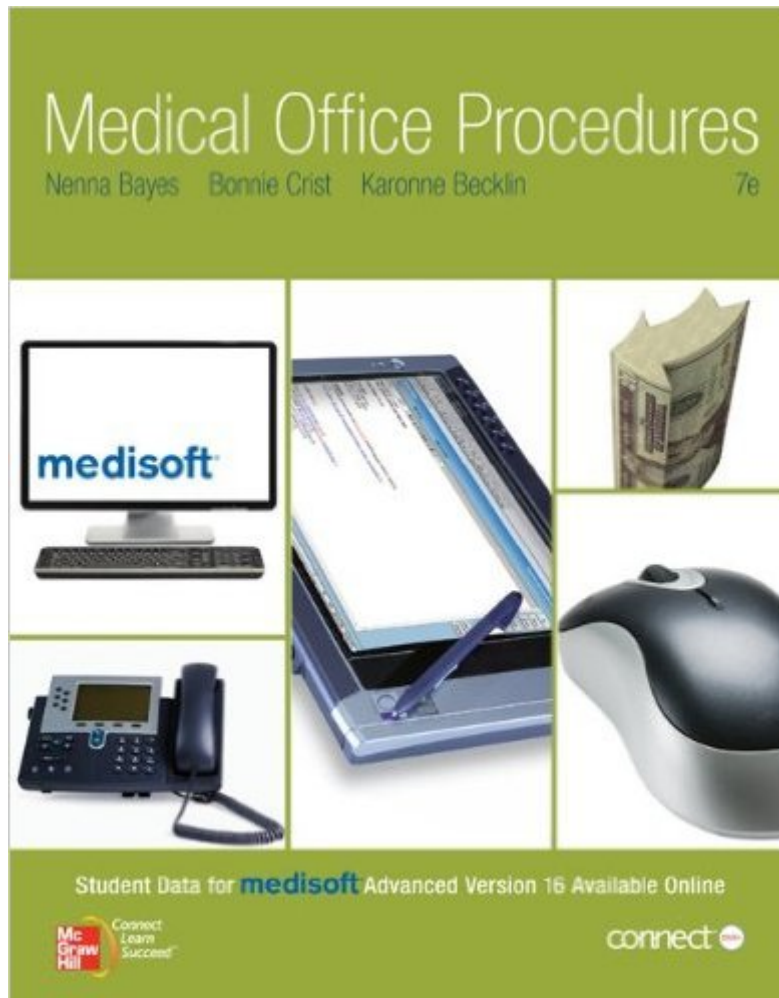


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# Medical Office Procedures



## Synopsis

New four-color interior. Thoroughly revised and updated, *Medical Office Procedures* is a text-workbook that introduces and describes the tasks of a medical assistant's career; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients' charts and bills. Practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Managerial skills have been added for this edition. Two new authors, Nenna L. Bayes, B.A., M.Ed, and Bonnie J. Crist, B.S., CMA (AAMA), add valuable currency to the text's content and instruction. Bayes and Crist offer a wealth of instructional experience. They have used this product for many editions.

## Book Information

Paperback: 512 pages

Publisher: McGraw-Hill Education; 7 edition (January 13, 2011)

Language: English

ISBN-10: 0073401986

ISBN-13: 978-0073401980

Product Dimensions: 8.5 x 0.8 x 10.8 inches

Shipping Weight: 2.3 pounds (View shipping rates and policies)

Average Customer Review: 3.8 out of 5 stars [See all reviews](#) (12 customer reviews)

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Content of this textbook is fine. My problem with it is that it does not come packaged with the needed software, from ANY vendor. I purchased this new from my college bookstore with the

expectation of everything being included. If the college course requires the book, Connect code AND software, shouldn't a brand new book come bundled with all the necessary materials? ...especially when it is an expensive book(\$150+). Rather irritating. Since you have to purchase the CD-ROM separately anyway, you are better off just renting the textbook and then purchasing Connect access yourself.

Product came as described, in excellent, packaged, condition, and shortly after being purchased. Unfortunately I had to send it back because my teacher changed it to a combo pack for my class. But the seller made the refund process very easy and they responded fast. Thanks so much!

The book came on time, much faster than I thought it would. I probably did not need to choose the faster shipping. The book was in very good condition, very little underlining. This is the first time I have purchased a book on line and I was very pleased. I wish I had purchased my other books on line, as well. I could have saved about 50.00 dollars! The school bookstore did not even carry used versions of the other texts.

The book was in good condition like mentioned but when it came to the workpages that I needed for class, most of them were missing. This would have been fine if I was told about it firsthand, but it wasn't even mentioned.

great textbook. more than met my expectations, and helped greatly with my classwork. even though my classes are available on e-text, I still find a hard copy invaluable.

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