

MEDICAL OFFICE POLICY AND PROCEDURE MANUAL

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Gerd C. Du Bois

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Medical Practice Management Handbook for CPAs Reed Tinsley, 1995 California. Court of Appeal (2nd Appellate **District). Records and Briefs** California (State)... Saunders' Textbook of Medical Office Management Alice Anne Andress, 2003 From personnel management to financial administration this one of a kind resource offers proven techniques and ready to implement strategies for running the medical office Practical discussions focus on interpersonal and legal aspects of patient care as well as on sound business practices Samples of consent forms letters and procedural policies offer concrete examples to follow Manager's Alert boxes point out potential pitfalls and give specific real world advice on how to avoid them Helpful tips From the Expert's Notebook describe the best way to handle a variety of office problems Based on the author's more than 30 years of experience in managing and consulting with medical offices Saunders Textbook of Medical Office Management 2nd Edition helps you fulfill all of your responsibilities with excellence Book jacket Medical Office Procedures: With Computer Simulation Text-Workbook with CD-ROM Karonne Becklin, 2002-03-05 Medical Office Procedures 5e by Becklin 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 U.S. Health Law and Policy 2001 Donald Harrison Caldwell, 2001-06-18 The second and with physician dictation thoroughly revised edition of the 1999 reference provides substantially expanded citations in vital areas such as institutional liability genetics managed care integrated delivery systems professional regulation and antitrust law This comprehensive reference work is unique in its scope accuracy timeliness and viability It is endorsed by the American Health Lawyers Association and the American Hospital Association

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