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Lippincott Williams and Wilkins' Administrative Medical Assisting Elizabeth A. Molle, Laura Southard Durham, 2003-12-01
This text is designed to meet the needs of students in medical assisting who are studying the administrative portion of the curriculum as well as students in transcription coding and related programs This competency based textbook provides a wealth of guidance for administrative skills The text covers the front office topics scheduling billing coding bookkeeping office management and insurance issues Helpful pedagogy including Key Terms a Glossary and Critical Thinking Challenges familiarize students with the material and help with problem solving The ancillary package includes an Instructor s Resource Kit with an Instructor s Manual and Resource CD ROM as well as a student study guide Visit [http connection LWW com go molleadmin](http://connection.lww.com/go/molleadmin) for more information Saunders Essentials of Medical Assisting - E-Book Diane M. Klieger, 2013-08-09
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Papua New Guinea ,2001 **Ambulatory Anesthesia and Surgery** Paul F. White,1997 This textbook provides a description of anaesthetic practices and controversies related to the management of outpatients undergoing ambulatory surgery Administrative nursing anaesthetic and surgical issues are covered and there is guidance on procedures and techniques There are special sections on management and organization and legal and economic aspects while the final section provides an international perspective on the approach to outpatient anaesthesia as it is practised in different parts of the world Case studies are also included in order to illustrate the subject **Official Compilation of Codes, Rules and Regulations** ,2011

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