

# MEDICAL OFFICE POLICY AND PROCEDURE MANUAL

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# **Medical Office Manual Sample**

**Karonne Becklin** 

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Medical Office Procedures Karonne J. Becklin, Edith Sunnarborg, 1996 The Medical Office Policy Manual ,1996 This text workbook is designed to expose students to both traditional medical office procedures and the computerized medical office Projects and simulations are included and can done manually or on the computer using MediSoft Patient Accounting Software Computerized Medical Office Procedures William D. Larsen, 2014-11-07 Get ready for your first medical assisting job with this hands on guide to common medical office tasks Computerized Medical Office Procedures 4th Edition explains administrative and financial functions in a clear step by step format and provides realistic exercises to help you confidently prepare to use computers in the medical office Using Medisoft v18 practice management software you ll practice medical assisting tasks such as appointment scheduling entering patient information accounting procedures and billing insurance companies Written by educator William Larsen this book helps you develop the front office competencies you need Hands on practice using Medisoft Version 18 familiarizes you with the professional practice management software you ll use on the job Medisoft sold separately An engaging conversational writing style makes difficult concepts easier to understand with information presented in small easy to digest segments Step by step procedures include screenshots to guide you through each administrative task Day by Day Simulations provide you with two weeks of hands on experience similar to working in a real world medical office Reminders at the end of each chapter ask you to back up your data for good

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