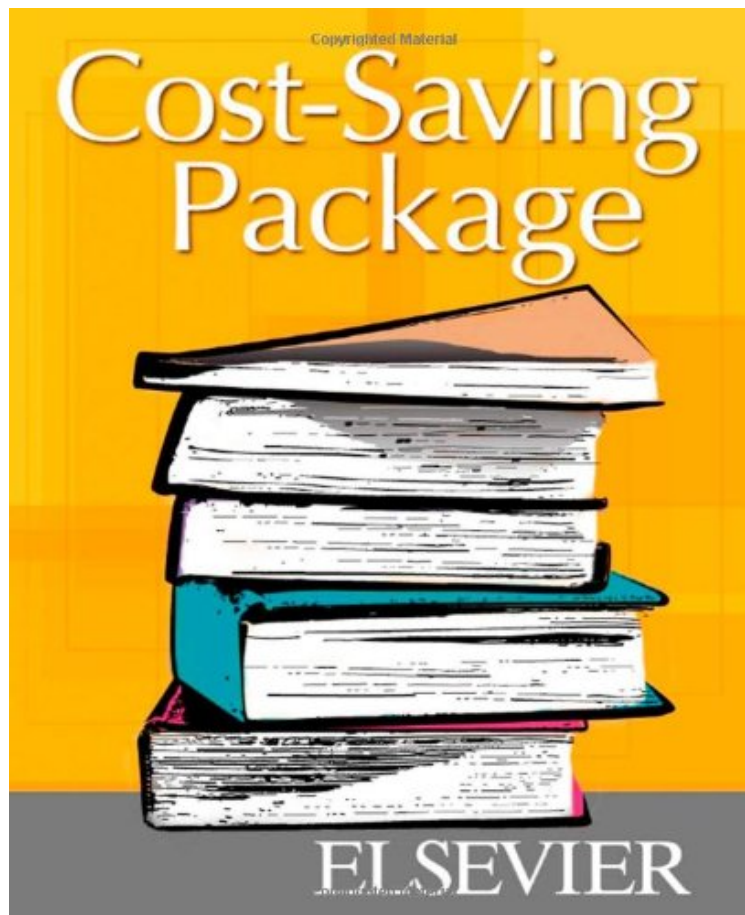


[E-BOOK] Practice Kit for Medical Front Office Skills with Medisoft Version 16 and Practice Partner V 9.3.2, 3e

## Practice Kit for Medical Front Office Skills with Medisoft Version 16 and Practice Partner V 9.3.2, 3e

*Carol J. Buck, Jacqueline Klitz Grass*

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**Carol J. Buck, Jacqueline Klitz Grass : Practice Kit for Medical Front Office Skills with Medisoft Version 16 and Practice Partner V 9.3.2, 3e** before purchasing it in order to gage whether or not it would be worth my time, and all praised Practice Kit for Medical Front Office Skills with Medisoft Version 16 and Practice Partner V 9.3.2, 3e:

2 of 2 people found the following review helpful. An Excellent On-your-own Practice KitBy scoobiedawgI ordered this as used but almost new kit, the only things I had to supply to get started with it were the file folders and labels. Everything else was there and in unused condition.This is an excellent stand alone kit to give you extra practice in Medical Front Office skills. Covers, various scheduling activities,patient appointments, medical transcription,insurance claim forms, superbills, handling mail for the office, records filing and management, billing and banking procedures. Just about anything you will be expected to do if you are working in the front office of a medical facility. There are numerous forms for practice.You use the folders to create patient records. You are walked

thru each step of creating a medical record, and how to place it in the folders. Instructions tell you when, what, and how to do each step. Since the instructions are so clear and concise, you can easily use this kit alone without an instructor to get extra practice in these skills. That is the main reason I purchased this kit, for extra practice that I could do on my own. There is a cd for the software used to create the medical practice, and there is a transcription cd so you can get practice actually listening to doctors reports and typing them up in the proper format. I am well pleased with this kit, and I know that I will learn a lot from using it. You won't be sorry, if you purchase this kit. It will prove to be an excellent resource and learning tool. 2 of 2 people found the following review helpful. Software is important By medicdr The product itself is great it takes you through all the activities you need to learn how a medical office works. Unfortunately I purchased a used copy with 1 defective disc so I wasn't able to appreciate the full experience. The seller didn't make it clear that there was a defective disc so please be careful when purchasing used books with CDs. 0 of 0 people found the following review helpful. Five Stars By CustomerLove it!!!! bought the instructors manual which is separate, so you can check your work!!! especially the transcription

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 16 software, actual electronic forms, and MP3 audio files of telephone messages and transcribing examples. Contains 46 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. Examples of actual 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. Many tasks 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 superbills. Regular content updates are available on the Evolve website. Medisoft Version 16 Practice Management software on CD-ROM helps you gain experience with front office tasks using an actual medical office software program. Practice Partner Version 9.3.2 electronic health record software offers 8 daily EHR tasks you're likely to perform in the medical office. A companion Evolve website includes all the necessary patient data to use with each software program, actual electronic forms used in medical offices, and audio files in MP3 format that offer dynamic practice in taking phone messages and transcribing doctors' dictations.

About the Author Carol J. Buck, MS, CPC, CPC-H, CCS-P, Program Director (Retired), Medical Secretarial Programs, Northwest Technical College, East Grand Forks, MN