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MEDICAL OFFICE PROCEDURES

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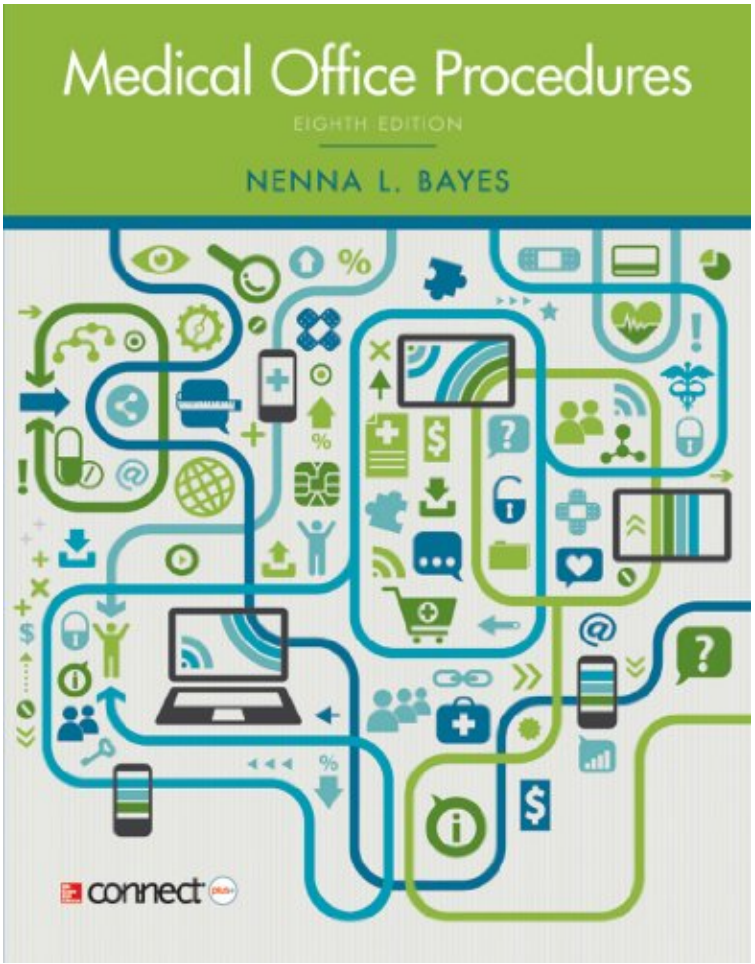

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Thoroughly revised and updated, Medical Office Procedures is a text-workbook that introduces and describes the tasks of a medical office assistant's career; teaches records management, medical communications, and scheduling skills;

and describes procedures for preparing patients' charts and bills. Practice management, electronic health records, and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Managerial skills are also included.