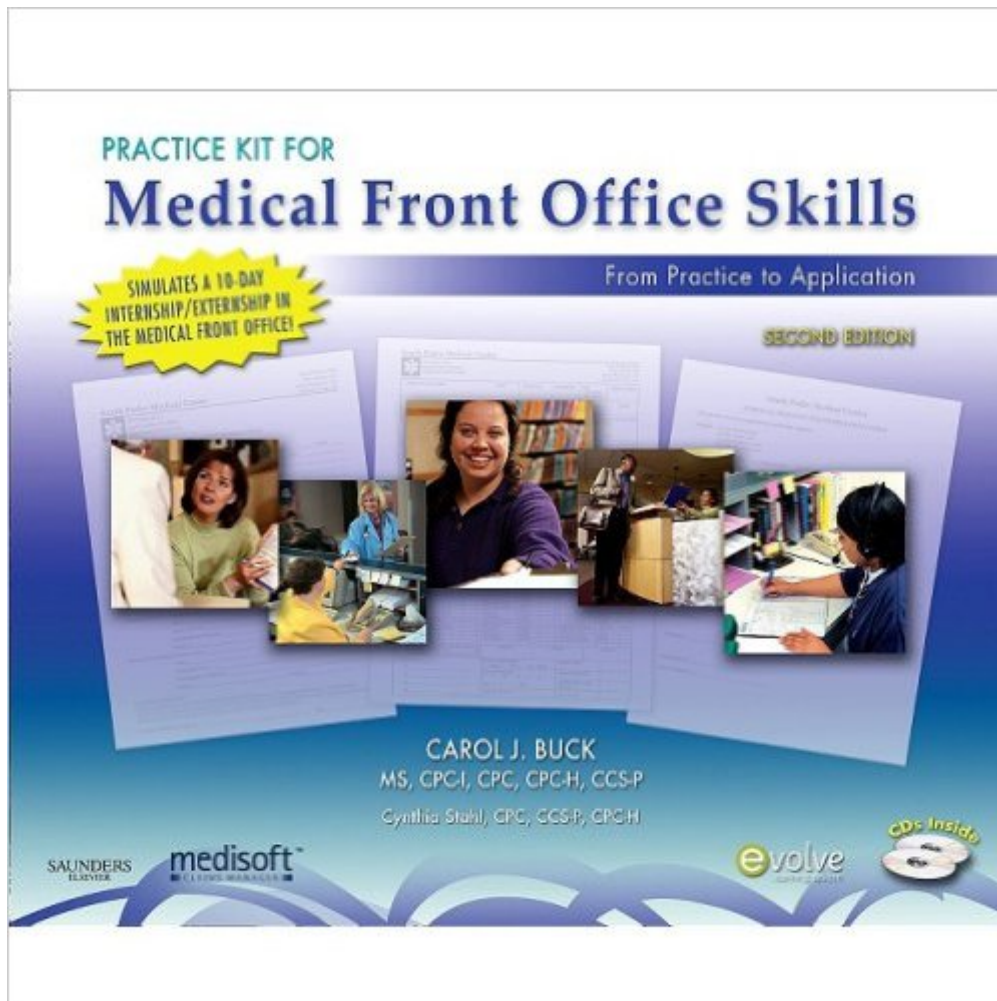


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Practice Kit For Medical Front Office Skills With Medisoft Version 14, 2e



Synopsis

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 14 software, actual electronic forms, and MP3 audio files of telephone messages and transcribing examples. Contains 37 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. Actual examples of 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. Regular content updates are available on the Evolve website. Answers to tasks are located in the Instructor's Resource Manual. The first CD-ROM contains Medisoft Advanced Version 14 practice management software to help you gain experience with an actual medical office software program. The second CD-ROM contains a library of actual medical office forms, a patient directory, and audio files in MP3 format for practice in taking phone messages and transcribing doctors' dictations.

Book Information

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Customer Reviews

it was okay but the software would not work on it. so I had to order the order version which is working fine

I AM CURRENTLY TAKING A MEDICAL/BILLING AND CODING COURSE AND THIS KIT WAS ASSIGNED TO OUR CLASS. AT FIRST IT WAS HELPFUL BUT I CONTINUE TO COME ACROSS SOOOOOO MANY GRAMMATICAL ERRORS!! SO MUCH SO THAT IT MAKES THE INSTRUCTIONS HARD TO COMPREHEND AT TIMES! THERE ARE SOME EXERCISES THAT REQUIRE YOU TO USE FORMS AND LABELS THAT AREN'T EVEN PROVIDED! I EVEN QUESTIONED MY TEACHER AS TO WETHER THE BOOK WAS EVEN EDITED BECAUSE OF ALL ITS MISTAKES. I REALLY AM DISAPPOINTED IN IT...JUST BECAUSE YOU CAN CODE DOES NOT MEAN YOU CAN WRITE A BOOK THOROUGHLY. I AM IMPRESSED IN MS BUCK'S KNOWLEDGE OF THE SUBJECT OF CODING BUT I FEEL THE WRITING COULD HAVE BEEN MORE ORGANIZED. NOT TO MENTION ALOT OF THE OUTDATED INFO...FOR INSTANCE I DON'T KNOW OF MANY OFFICES THAT STILL USE APPOINTMENT BOOKS AND HAND WRITE TRANSCRIPTS AND OPERATIVE REPORTS. IT WAS A BIT MUCH AND THE 11 YEARS IVE WORKED IN MEDICAL OFFICES I'VE YET TO BE ASKED TO DO ANY OF THOSE THINGS. I HOPE THE NEWER EDITION AND THE ONES TO FOLLOW ARE BETTER PUT TOGETHER.

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