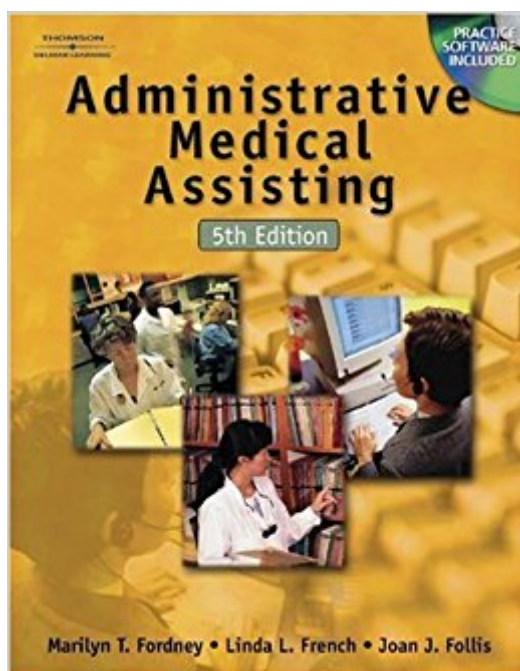


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Workbook To Accompany Administrative Medical Assisting 5E



Synopsis

Designed to accompany *Administrative Medical Assisting, Fifth Edition*, this Workbook is part of a complete learning package, consisting of a textbook with practice CD-ROM, an on-line companion, and instructor support materials including an Instructor's Manual and Electronic Classroom Manager on CD-ROM. The learning package is designed for medical office administration students and professionals and emphasizes the customer service function of the medical office practice. The content is thoroughly updated to reflect changes in telecommunications, computer technology, managed care, and compliance issues. Each chapter integrates critical thinking and assessment of textbook objectives. In addition, each chapter consists of: objectives, areas of competence (CMA and RMA), abbreviation and spelling review lesson, review questions (fill-in, multiple choice, and matching), critical thinking exercises, performance exercises based on textbook objectives, and computer assignment integrating exercises from the CD-ROM in the textbook.

Book Information

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Customer Reviews

Marilyn Takahashi Fordney, CMA-AC has authored and coauthored over 50 textbooks for two major publishers. In 2004, *Administrative Medical Assisting, Fifth Edition* won the William Holmes McGuffey Award in Life Sciences from the Text and Academic Authors Association. Fordney continues to give professional lectures and is a member of a number of professional national associations. Before focusing on her career as an educator and author, Linda L. French, CMA-C, NCICS, CPC, worked for 15 years in a variety of physician office settings as a clinical and

administrative medical assistant, medical insurance biller, and office manager. She is a Certified Medical Assistant--Clinical Specialist (AAMA), Nationally Certified Insurance & Coding Specialist (NCCT), and a Certified Professional Coder (AAPC). French has served as an educator for more than 10 years, teaching allied health courses at community colleges, adult schools, post-secondary institutions, and private corporations through UCSB-Extend. Additionally, she has also served as a consultant for physicians and provided customized employee training for a private billing service.

This book is out of date but the information in it is still useful. It just won't do too well for use in a classroom where they recommend using the latest edition. Finding the assignment chapters and pages will be difficult because the newer editions have significantly more added pages and chapters.

Everything I needed and more AHEAD of time.. Thank you!

This book was purchased for a very low price, and was in great condition when I received it. The seller did a great job in maintaining the book and I would definitely purchase from them again. Thank you Seller!!!

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