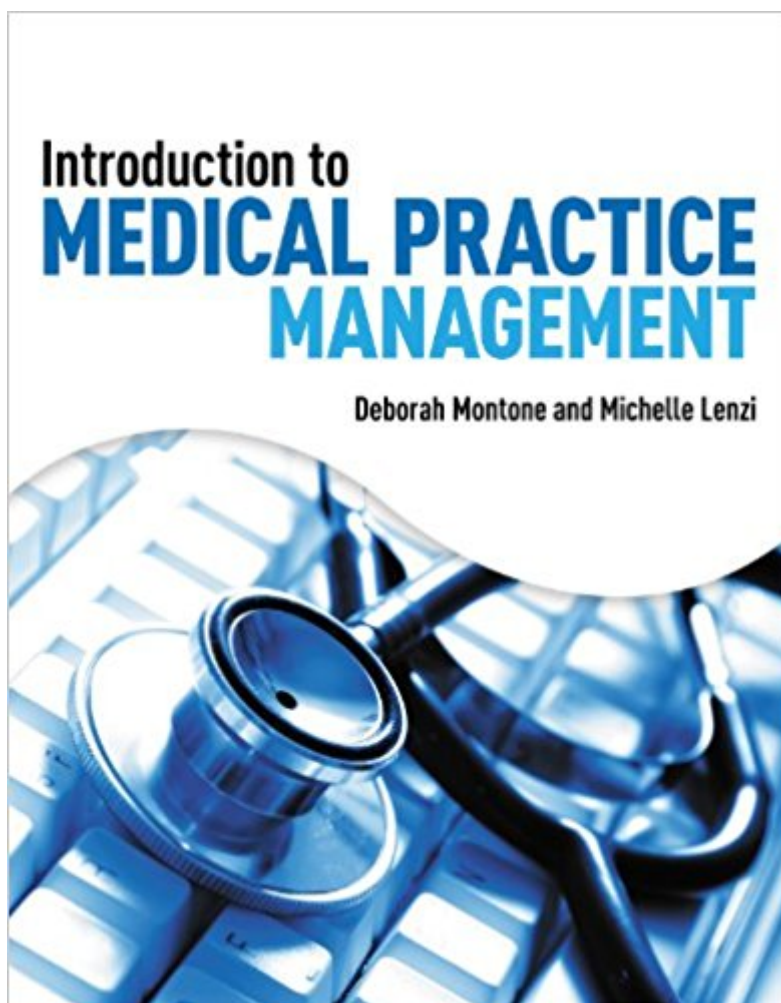


The book was found

# Introduction To Medical Practice Management



## Synopsis

INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT uses a unique, two-tiered approach in each unit to help students become successful managers in any medical office setting. The first chapter in each unit introduces students to the basics of medical practice management and the roles of each staff member within the healthcare facility, The second chapter of each unit covers the skills and responsibilities of the manager in relation to the topics being covered. From personnel management to compliance with regulatory agencies, students must first understand the fundamentals of managing the medical office in order to develop the expertise they need to successfully teach staff, train new personnel, and audit procedures that occur in daily practices. Numerous examples of letters, procedural policies, and forms are included for hands-on learning. Students will also have the opportunity to practice the skills they are learning as they create their own practice with the Think Like a Manager feature at the end of each unit and the accompanying templates provided in the back of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## Book Information

File Size: 39695 KB

Print Length: 480 pages

Publisher: Cengage Learning; 001 edition (June 20, 2012)

Publication Date: June 20, 2012

Language: English

ASIN: B00B6FB5A2

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #174,575 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #16

in [Kindle Store > Kindle eBooks > Medical eBooks > Administration & Policy > Practice](#)

[Management & Reimbursement](#) #20 in [Kindle Store > Kindle eBooks > Medical eBooks >](#)

[Allied Health Professions > Medical Assistants](#) #22 in [Kindle Store > Kindle eBooks > Medical](#)

[eBooks > Nursing > Medical & Surgical](#)

## Customer Reviews

Should be the proper title of this publication. Only provides the most basic business information. Geared toward individuals who don't even know where to begin. Not what I expected. This book didn't contain any useful information for my situation, but it might for someone fresh out of their residence.

This is a good product for the cost. I recommend it to anybody for purchase. Also a very good price.

I wanted to order a used book to save on cost so I was very cautious when reading the condition of the book. The vender said that it was like new, in good repair with a sticker mark on it. If it wasn't for the sticker mark on the spine of the book, I wouldn't have known that it was used. I will order from them again if they have the books I need in the future.

[Download to continue reading...](#)

Medical Terminology: Medical Terminology Easy Guide for Beginners (Medical Terminology, Anatomy and Physiology, Nursing School, Medical Books, Medical School, Physiology, Physiology)  
Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) Clinical Companion to Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 9e (Lewis, Clinical Companion to Medical-Surgical Nursing: Assessment and Management of C) Study Guide for Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 9e (Study Guide for Medical-Surgical Nursing: Assessment & Management of Clinical Problem) Clinical Companion to Medical-Surgical Nursing: Assessment and Management of Clinical Problems, 8e (Lewis, Clinical Companion to Medical-Surgical Nursing: Assessment and Management of C) Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Introduction to Medical Practice Management Personalized Guide to Computers and Your Dental Practice: Mosby's Dental Practice Management Series (Dental Practical Management) Progressive Medical Word Scramble Puzzles: Contemporary Medical Terminology (Progressive Challenges in Contemporary Medical Terminology Book 1) 18 Ways to Break into Medical Coding: How to get a job as a Medical Coder (Medical Coding 101) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary Pharmacology Study Guide: drug classification, indications, reactions, and examples,

Pharmacodynamics, Pharmacokinetics, Medical Chemistry & more for medical, ... nursing, & dental students (Mobi Medical) ISO 14971:2007, Medical devices - Application of risk management to medical devices ISO 14971:2000, Medical devices -- Application of risk management to medical devices Medical-Surgical Nursing - 2-Volume Set: Assessment and Management of Clinical Problems, 9e (Medical- Surgical Nursing (Lewis) 2 Vol Set) Preventing Medical Emergencies: Use of the Medical History in Dental Practice The Medical Interview: Mastering Skills for Clinical Practice (Medical Interview) Users' Guides to the Medical Literature: Essentials of Evidence-Based Clinical Practice, Third Edition (Uses Guides to Medical Literature)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)