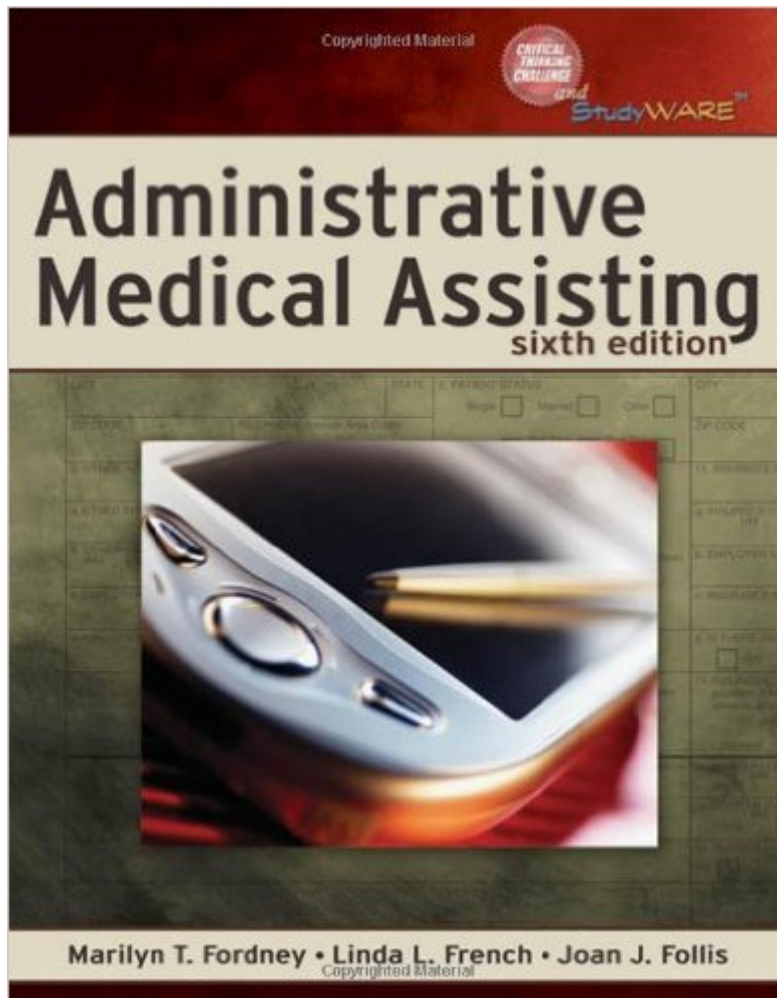


The book was found

# Administrative Medical Assisting



## Synopsis

Administrative Medical Assisting, Sixth Edition is the most comprehensive front-office medical assisting learning package available (includes book + StudyWare CD-ROM). Patient education, legal responsibilities, compliance with HIPAA, and critical thinking scenarios are integrated throughout the book. Guidelines leading to an improved relationship between health care consumers and providers are highlighted in each chapter to reinforce customer service skills in outpatient settings. With this robust resource, you will learn the latest in communication technology, extensive step-by-step procedures, financial management concepts, and communication skills essential in preparing medical assistants for the 21st century job market.

## Book Information

Series: Administrative Medical Assisting

Paperback: 816 pages

Publisher: Cengage Learning; 6 edition (December 13, 2007)

Language: English

ISBN-10: 1418064114

ISBN-13: 978-1418064112

Product Dimensions: 10.8 x 8.5 x 1 inches

Shipping Weight: 3.6 pounds

Average Customer Review: 3.5 out of 5 stars [See all reviews](#) (12 customer reviews)

Best Sellers Rank: #739,658 in Books (See Top 100 in Books) #17 in [Books > Medical Books > Allied Health Professions > Medical Transcription](#) #117 in [Books > Medical Books > Allied Health Professions > Physician Assistants](#) #251 in [Books > Medical Books > Administration & Medicine Economics > Health Care Administration](#)

## Customer Reviews

This is absolutely the worst book written on the subject where information presented in a very disorganized and hard to understand form. Majority of the terms listed in the beginning of each chapter are not covered or covered extremely light within the chapter. Workbook questions are completely out of sync with the main book, which makes it extremely hard to complete it. It feels like writers just gathered information from various sources and medical dictionaries then dump it all together into one book without organizing or filtering reading material. Also material presented in the book in many case just outdated and obsolete for current medical office use. Even instructors in our college find this book very hard to read and explain where lots of material is just irrelevant. I would

not recommend this book to anybody if you care to learn Medical Office Procedures.

I am just now working through this book and I like it and the workbook that goes with it(must purchase separately). It's informative and interesting. It's such a wide topic but the authors did a good job. I am disappointed in the accompanying CD that came with this though, the quizzes and other activities on it seem stuck on just a few terms and concepts. How many times does one need to know that a caduceus is the insignia for the medical profession??

This book is all about office job skills, some chapter is very easy such as how to open and close your clinic, how to pick up telephone, how to write fax cover or how to write an address on letter envelope. I would say 50% of this book you already know, but this book collects information together to make you easy to arrangement your job.

This book is absolutely the worst book ever. Talk about out of date! Right out of the 70s. The workbook exercises are completely lame. Writing checks, creating receipts, total first grade stuff. Do not buy this book....

I used this book for a high school extra-curricular competition and it had helped me immensely. However, due to some circumstances, I had to buy another one. Overall, this is a very wonderfully written book. The graphs are easy to understand as well as colorful layouts.

I received the book within the time frame they said and the condition was good. The price was great,too. There were some high lights but this is a used book. But there were no tear or stain. I am satisfied. Thank you!

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

Lippincott Williams & Wilkins' Medical Assisting Exam Review for CMA, RMA & CMAS Certification (Medical Assisting Exam Review for CMA and RMA Certification) Administrative Medical Assisting Administrative Medical Assisting (Book Only) Medical Assisting: Administrative and Clinical Competencies Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 5th Edition Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) Study Guide for

Lindh/Pooler/Tamparo/Dahl/Morris' Delmar's Comprehensive Medical Assisting, 5th Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace Medical Assisting: Administrative and Clinical Competencies Saunders Medical Assisting Exam Review, 3e Pearson's Comprehensive Medical Assisting (2nd Edition) Ophthalmic Medical Assisting: An Independent Study Course, 5th ed. (Textbook & Exam) Medical Assisting Made Incredibly Easy: Pharmacology Today's Medical Assistant: Clinical & Administrative Procedures, 2e 2nd (second) Edition by Bonewit-West BS MEd, Kathy, Hunt MA RN CMA (AAMA), Sue, A published by Saunders (2012) The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card) Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 7e Medical School Admission Requirements (MSAR) 2010-2011: The Most Authoritative Guide to U.S. and Canadian Medical Schools (Medical School Admission Requirements, United States and Canada) 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)

[Dmca](#)