



Computerized Medical Office Procedures: A Worktext, 1e

William D. Larsen MBA CMA

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This innovative new worktext with CD-ROM familiarizes readers with both general computer applications and medical office management software, giving them the confidence and skills to succeed as a medical office assistant. The companion CD-ROM features an easy-to-use, scaled-down version of Lytec Medical 2001 software, already populated with fictional medical office data for practice that mimics an actual medical office environment. All aspects of computerized administrative and financial functions in the medical office are addressed - from new patient entry to scheduling, billing, and insurance claims processing. As each concept builds on material from earlier chapters, the reader's knowledge is solidified through chapter-opening objectives and vocabulary, step-by-step procedures, in-text exercises, special hints, chapter summaries, and several assessment exercises at the end of each chapter.

- A scaled-down version of Lytec Medical 2001 software on CD-ROM is packaged with the text, populated with fictional medical office data that enables readers to manipulate the program exactly as they would in an actual medical office environment.
- A week-long simulation, in which the reader must "create" a fictional medical practice from the ground up, incorporates many common situations and tasks from an actual medical office.
- Step-by-step procedures break skills and information into easily manageable segments so the reader can proceed at his or her own pace and review material as needed.
- Exercises are interspersed through chapter discussions, often directly following procedures, providing immediate reinforcement of skills and theories.
- Incomplete information in the exercises forces the reader to obtain missing material from source documents (included in the appendix), reinforcing strategies for dealing with gaps in information.
- Several self-assessment sections at the end of each chapter - Using Terminology, Checking Your Understanding, and Putting it into Practice - help the reader keep tabs on his or her own learning.
- Hints in the text alert readers to common mistakes and/or problems often encountered when using the Lytec software.
- Over 200 computer screen shots provide visual, step-by-step examples that guide the user through complicated procedures.

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