

# Administrative Medical Assisting (Wiley Medical Publication)

Marilyn Takahashi Fordney, Jaon Johnson Follis



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Administrative Medical Assisting, 4E is the most comprehensive hands-on text and workbook learning package available for medical office administration students. This revision features a new chapter on traditional and managed care settings, plus managed care topics integrated throughout where appropriate, such as managed care contracts, implications of managed care contracts on financial aspects of practices, referrals, and collection techniques in a managed care setting. Accompanying the text is a free Windows studyguide program which includes more than 1,000 activities and application exercises specific to the administration of today's dynamic medical office environment. A new 2-column design and many additional photographs and figures have been added to support and workbook concepts.

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