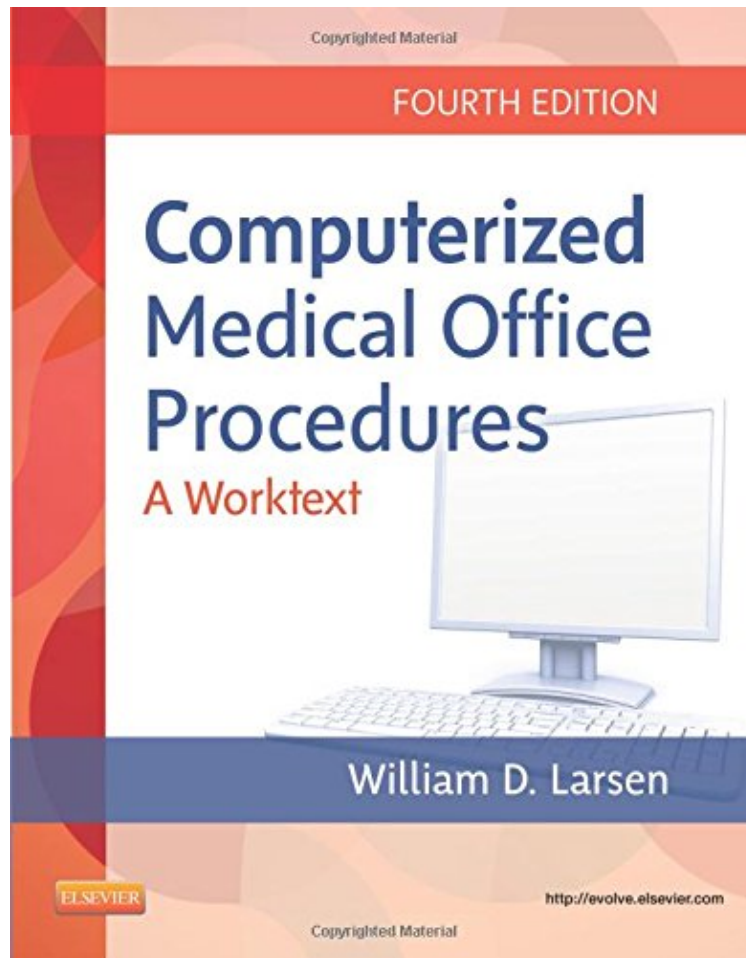


Computerized Medical Office Procedures, 4e

William D. Larsen MBA CMA
audiobook / *ebooks / Download PDF / ePub / DOC



#1346485 in Books 2013-12-16 2013-12-16 Ingredients: Example Ingredients Original language: English PDF # 1 10.88 x .77 x 8.50l, 1.50 #File Name: 1455726206328 pages | File size: 22.Mb

William D. Larsen MBA CMA : Computerized Medical Office Procedures, 4e before purchasing it in order to gage whether or not it would be worth my time, and all praised Computerized Medical Office Procedures, 4e:

Make a quick transition from classroom practice to real-world employment with a complete understanding of Medisoft Version 16 Practice Management Software. This easy-to-use worktext explains common medical office tasks in a clear, step-by-step format and provides realistic exercises to help you confidently prepare to use computers in the medical office. Hands-on practice using Medisoftreg; Version 18 familiarizes you with the professional practice management software you'll use on the job. Medisoft sold separately. An engaging, conversational writing style makes difficult concepts easier to understand, with information presented in small, easy-to-digest segments. Step-by-step procedures include screenshots to guide you through each administrative task. Day-by-Day Simulations provide you with two weeks of hands-on experience similar to working in a real-world medical office. Reminders at the end of each

chapter ask you to back up your data, for good data management practice. Checking Your Understanding reviews and hands-on Putting It into Practice activities are provided at the end of each chapter to ensure that you meet learning objectives. Information on backing up and restoring data prepares you for any power outages or electronic malfunctions. UPDATED content on the Electronic Health Record in the physician's office relates computerized practice management systems to the use of EHRs. New case studies on the Evolve companion website offer additional practice using Medisoftreg; v18. New Elsevier Clinic provides samples to follow as you create new patient data and perform Medisoft tasks the data file may also be downloaded from the Evolve website. New chapter summaries are included at the end of each chapter.