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Mosby's Front Office Skills for the Medical Assistant

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De A. Eggers MBA, Anne M. Conway CMA : Mosby's Front Office Skills for the Medical Assistant before purchasing it in order to gauge whether or not it would be worth my time, and all praised Mosby's Front Office Skills for the Medical Assistant:

0 of 0 people found the following review helpful. Wonderful Learning SourceBy Lori A. Money PennyThis was a very helpful book. It covered a lot of material.

The text uses a straightforward, professional tone to teach the reader through example. Basic material is built upon, chapter by chapter, moving toward more complex concepts and procedures as the student gains knowledge. Opening chapters contain background information about the administrative medical assistant and the medical profession. The remaining sections detail the role of the administrative medical assistant and outline the tasks the assistant will be required to perform. Other chapters provide additional instruction and background information on special topics: everything the administrative medical assistant needs to know about insurance is detailed in one concise chapter; managed care issues are covered in another detailed chapter to provide the student with the knowledge necessary for keeping up with the complex issues of today's ever-changing healthcare environment; a final chapter on externship and employment provides the student with useful tools to take beyond the classroom.