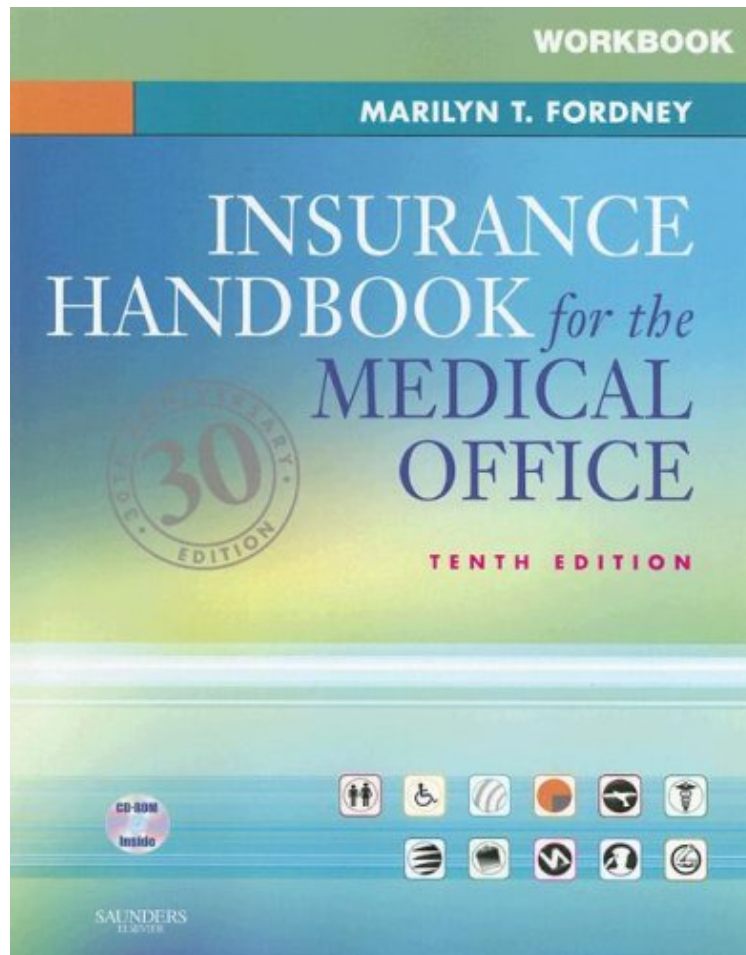


Workbook for Insurance Handbook for the Medical Office, 10e

Marilyn Fordney CMA-AC

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directly canceled each other out. For example, one book stated that a "debit" was a withdrawal from a bank account and the other book stated that a "debit" was a deposit into a bank account. The only thing these books are good for is keeping the fire in your grill going.~Ness

WORKBOOK FOR INSURANCE HANDBOOK FOR THE MEDICAL OFFICE, 10th Edition is an essential learning resource that will enhance and improve your study of Fordneyr's Insurance Handbook for the Medical Office. The workbook conveniently parallels material in the text, and provides realistic, hands-on exercises that help you apply concepts and develop important critical-thinking skills. Student Software Challenge, on the enclosed CD, contains 10 patients cases you can use for practice in completing the CMS-1500 claim form. Practice management software (AltaPoint), also on the enclosed CD, for use with select claim form completion exercises within the workbook. Evolve online resources provide Internet activities and active weblinks from the text. Key terms, performance objectives, and a study outline for each chapter, are designed to be used as a quick reference for faster, more effective study. The self-study review provides an interactive review in the form of matching, true/false, multiple choice, and fill-in-the-blank questions and answers, so you can test your retention of key material. Critical thinking assignments present short, real-world scenarios that prepare you for work in today's medical office environment. Key Abbreviation list clarifies the multitude of common abbreviations used in health insurance billing. Improved software instructions clearly explain how to install, access, and use all software elements. All software instructions are now conveniently located in the Appendix - one central location for fast reference and ease of use.