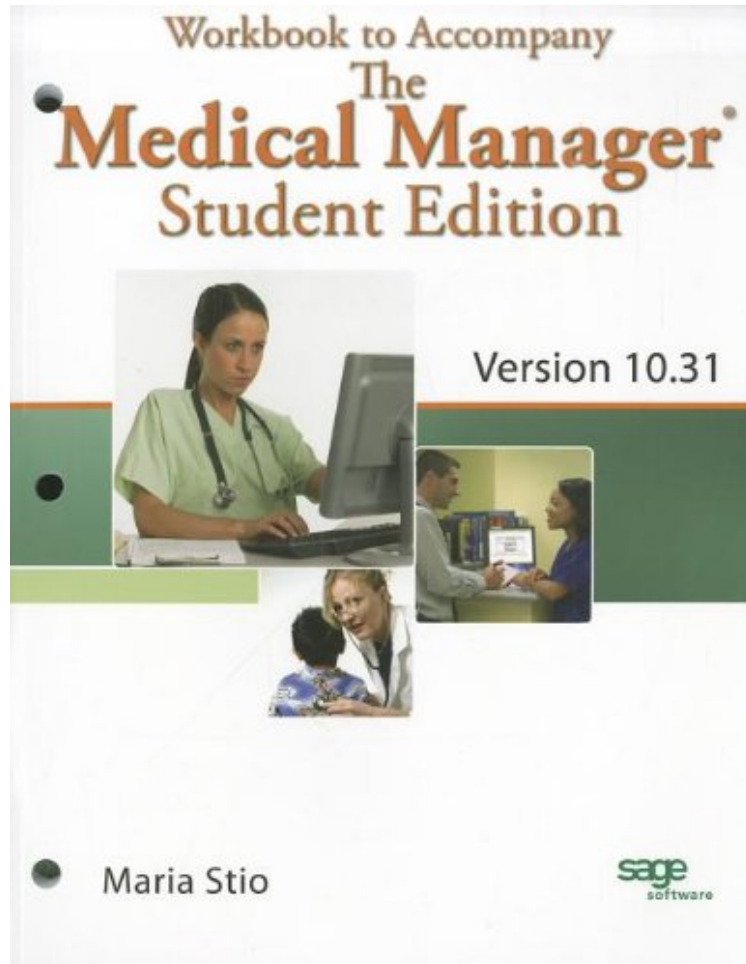


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the core textbook, and provides hands-on exercises to give you the confidence to master practice management software. All exercises include a brief explanation of the task and goals as well as relevant questions to consider before entering data. A Comprehensive Evaluation is also available to raise your confidence and skills to the next level.

About the AuthorDavid Fitzpatrick is a former Navy healthcare administrator who earned his BBA in Health Services from National University in San Diego, California and his MS in Computer Education from Johnson and Wales University in Providence, Rhode Island. A Certified Microsoft Professional, he also holds Massachusetts teaching licenses in both Business and Instructional Technology. David's 20 years of teaching and educational leadership includes performance in industry as Gateway's Training Team Leader for New England, and in academia as college and career school faculty. Currently, he is a project manager with Electronic Health Records of Rhode Island where he trains medical practices in practice management and electronic medical records software. A proponent of instructional technology and total quality management, David's professional interests also include collaborative and distance learning. He effectively uses synergistic strategies of blending traditional teaching methods with today's learner-centered, teacher-facilitated instructional technologies in real and virtual classrooms. He recently became honorary faculty in the Alpha Beta Kappa honor which recognizes America's private career colleges and schools. David Fitzpatrick is member of the National Business Education Association and the International Society for Business Education.