



Medical Office Procedures: With Computer Simulation Text-Workbook with CD-ROM

Karonne Becklin

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Medical Office Procedures 5e by Becklin is a text-workbook that introduces and describes the tasks of a medical assistant's career; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients' charts and bills. Practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation.

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