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A Worktext



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Contemporary Medical Office Procedures Doris Humphrey, 1996 Accompanying computer disk provides 300 review questions with valuable learner feedback for every answer

Saunders Medical Assisting Pocket Pal Sue A. Hunt, Jon Zonderman, 2002 This handy reference tool is useful for medical assisting students going into clinical externship as well as for new medical assistants on the job Information is organized into the key national curriculum topics and an outline format provides rapid access to information when it s needed most It includes a 6 month planner and notes section for capturing critical information used on the job every day Tips for clinical success are also included as well as numerous charts and lists that summarize information into essential components

Resumes That Knock 'em Dead 4th Edition Adams Media TBD, 2001 The newest edition of Martin Yate s New York Times Business Bestselling Knock em Dead features the most up to date advice available on recent developments in the job market It also features advice on getting organized getting interviews and how to follow up on job opportunities as well as what to do when layoffs or downsizing are imminent And of course the Knock em Dead still features hundreds of great answers to tough interview questions Every example in Resumes that Knock em Dead produced a real job Many of the samples included were used to change careers others resulted in dramatically higher salaries Cover Letters that Knock em Dead has the final word on not just how to write a correct cover letter but how to write a cover letter that offers a powerful competitive advantage in today s tough job market In Resumes that Knock em Dead Yate reviews that marks of a great resume what type of resume is right for each applicant what always goes in what always stays out and why In today s competitive job market candidates need to stand out get interviews and win job offers Martin Yate shows them how

Occupational Information , 1998 *Administrative Medical Assisting* Fordney, Marilyn Takahashi Fordney, Joan J. Follis, Follis, 1997-12-29

Doody's Rating Service Daniel J. Doody, 1996

Patient Billing Greg Harpole, Susan M. Sanderson, 2002-04 Instruction in the fourth edition of this seven chapter text workbook tutorial is based on MediSoft Advanced version 6 1 Students will systematically learn how to use the patient billing features of this popular software which is used in thousands of medical offices A four day simulation of patient billing in a Family Care System provides hands on practice in all billing tasks

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