



Being a Medical Clerical Worker (3rd Edition)

Jacquelyn R. Marshall BA MT MA, Kay Cox-Stevens RN MA Series Editor

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Written for the medical clerical worker, this book not only gives an overview of the information needed to be successful, but also introduces readers to the opportunities to branch out into allied fields, including medical records and billing. Concise and well-written, this book focuses on front office administrative training, and is up-to-date with regulations and technology. This book covers all topics in the front-office medical clerical field, and includes updated insurance forms, procedures, and codes, as well diagnostic testing and the latest in communications and technology. It emphasizes safety and ethics, as well as prepares readers for the ever-changing health care office environment. For medical clerical workers and other health care professionals who supervise these employees.

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