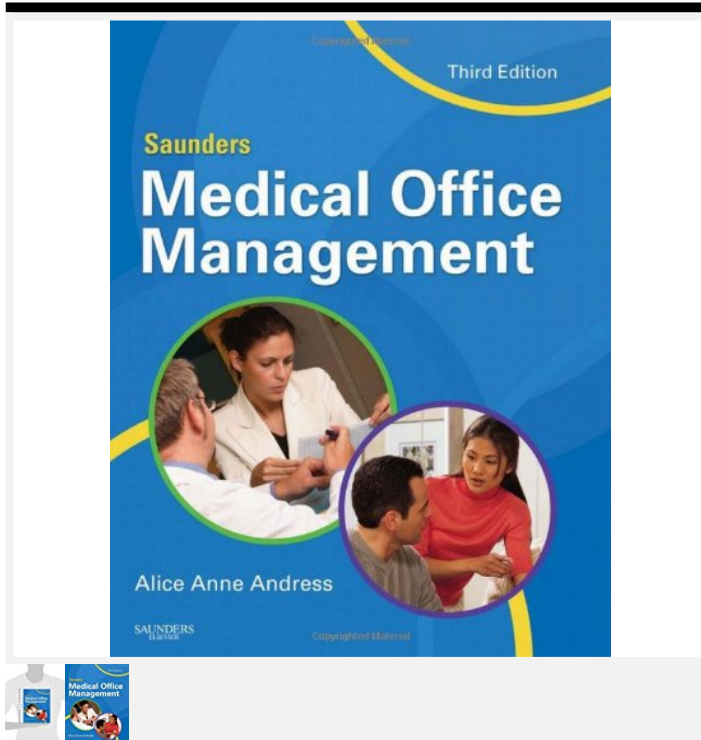


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## PDF Saunders Medical Office Management, 3e - Audiobooks

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### Book detail

- Title : PDF Saunders Medical Office Management, 3e - Audiobooks
- isbn : 1416056688



### Book Synopsis

Paperback. Pub Date: November 2008 Pages: 528 in Publisher: Saunders With proven techniques and so professional insight of the this one-of-a-kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility. From the front office to financial management, each detailed chapter addresses the interpersonal and administrative concerns you'll face in the management of a medical office, accompanied by realistic forms, letters, and procedural policies that help you prepare for on-the-job success. This new edition keeps you up to date on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances to help you keep your medical office at the forefront of the competitive health care field. Contents: 1. The Health Care Professional 2. Personnel Management 3. The Front Off...

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