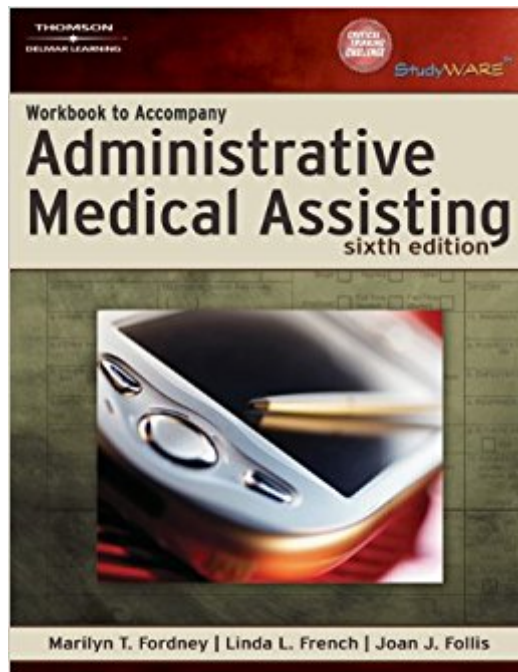




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Workbook To Accompany Administrative Medical Assisting



Synopsis

This Workbook is part of a complete learning package designed for medical assisting and medical office administration students and professionals. Emphasizing the customer service aspect of the medical office, this workbook includes hundreds of practical, hands-on activities, including numerous critical thinking exercises, forms, and more than 120 administrative Job Skill competencies.

Book Information

Paperback: 688 pages

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Average Customer Review: 3.3 out of 5 stars 12 customer reviews

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Customer Reviews

Marilyn Takahashi Fordney, CMA-AC has authored and coauthored over 50 textbooks for two major publishers. In 2004, Administrative Medical Assisting, Fifth Edition won the William Holmes McGuffey Award in Life Sciences from the Text and Academic Authors Association. Fordney continues to give professional lectures and is a member of a number of professional national associations. Linda L. French, CMA-C (AAMA), NCICS, CPC is a Certified Medical Assistant-Clinical Specialist (AAMA), Nationally Certified Insurance and Coding Specialist (NCCT), and Certified Professional Coder (AAPC). Prior to teaching, she worked for 15 years in a variety of physician office settings as a clinical and administrative medical assistant, medical insurance biller, and office manager. In addition to consulting to physicians and providing customized employee training, Ms. French has spent more than a decade teaching allied health courses at community colleges, adult schools, post-secondary institutions, and private corporations through UCSB-Extend.

I ordered this book out of a huge list available from various used book stores because it said no pages were missing. I'm a teacher and wanted to use the exercises in the workbook. Not only did it take almost 3 weeks to receive (after the start of classes), it also was missing over 20 pages (a big chunk of forms in the back section that were needed to perform the exercises). So it was basically useless to me and a waste of money.

Great price for a college course!

My wife got this for school.

The book seemed to ship without an incident. However, I was very disappointed to have to deal with the smell of cigarette smoke every time I opened a page. Maybe I'm just being persnickety...but...having a textbook for the health profession was very off-putting!

Even though the seller said the book was NEW, there are quite a few pages missing. The pages that are there are blank and unused though. Even though I'm going to have to copy the missing pages from someone else's book, it was still a pretty good deal for what I paid for it.

I brought this book and it came in excellent shape. As if I would have brought it for the college book store.

The product arrived rather fast. I was happy with that. I just looked through the book and realized that quite a few of the worksheets have been completed in the book. There is a tremendous amount of writing in the book.

Book was not received. Merchant Mighty Books explains that UPS was to be blamed for non-avail. Also, merchant guarantee reimbursement for payment I made. Please delete previous star rating and upgrade according to Merchant's word. Sincerely' J Espinosa

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