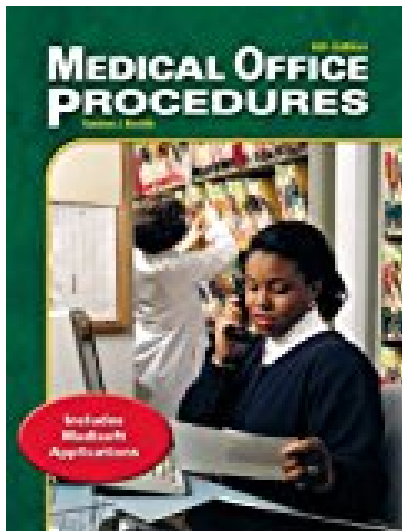


# Medical Office Procedures With Computer Simulation Text-Workbook with CD-ROM

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## BOOK DETAILS

- Author : Karonne Becklin
- Pages : 439 Pages
- Publisher : Career Education
- Language : English
- ISBN : 0078262615

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## **BOOK SYNOPSIS**

Medical Office Procedures 5e by Becklin is a text-workbook that introduces and describes the tasks of a medical assistants 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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