


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Textbook Of Medical Office Management

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Medical Office Management Márcia R. F. Campiolo,2016-03-04 The present book aims to assist and guide medical doctors in any specialty to manage his/her own clinic or office allowing a higher and better development of its team staff and providing tools for a high quality service to patients and customers It is devoted to be the background for any medical doctor's success in personal career serving as a foundation for professional growth In last instance Medical Office Management is intended to be a practical manual for easy day to day application in medical clinics

Instructor's Manual to Accompany "Textbook for Medical Assistants" Julie B. Hosley,Elizabeth A. Molle-Matthews,Shirley A. Jones,1997

Introduction to Medical Practice Management Deborah Montone,Michelle Lenzi,2012-06-20 INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT uses a unique two tiered approach in each unit to help students become successful managers in any medical office setting The first chapter in each unit introduces students to the basics of medical practice management and the roles of each staff member within the healthcare facility The second chapter of each unit covers the skills and responsibilities of the manager in relation to the topics being covered From personnel management to compliance with regulatory agencies students must first understand the fundamentals of managing the medical office in order to develop the expertise they need to successfully teach staff train new personnel and audit procedures that occur in daily practices Numerous examples of letters procedural policies and forms are included for hands on learning Students will also have the opportunity to practice the skills they are learning as they create their own practice with the Think Like a Manager feature at the end of each unit and the accompanying templates provided in the back of the book Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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