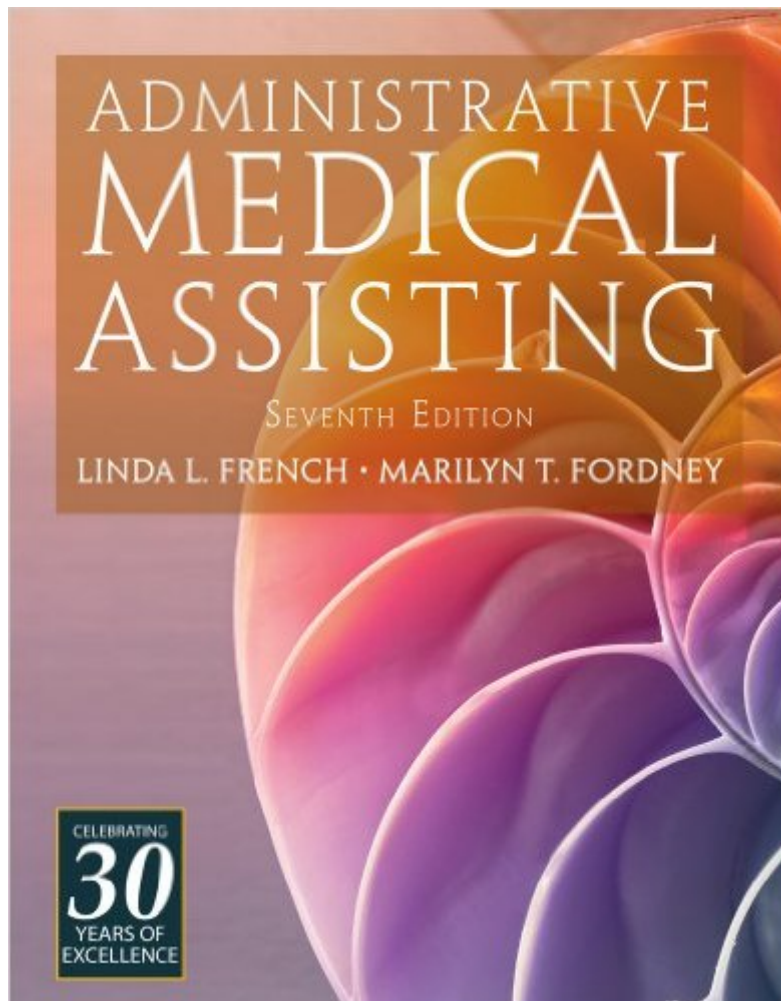


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# Administrative Medical Assisting (Book Only)



## Synopsis

ADMINISTRATIVE MEDICAL ASSISTING, 7E, is the most comprehensive learning package available for front-office medical assisting, featuring step-by-step procedures for job skills and the development of critical thinking through real-life scenarios. This proven package includes in-depth coverage of essential administrative competencies including professional and career responsibilities, interpersonal communications, records management, written communications, financial administration, and managing the office. Updated to reflect the latest accreditation and certification standards, this robust resource also features new or updated content in every chapter, including the latest requirements for skill competency, technology, insurance regulations and health care reform, and legal compliance essential for medical assistants to succeed as 21st-century allied health professionals.

## Book Information

Paperback: 864 pages

Publisher: Cengage Learning; 7 edition (May 17, 2012)

Language: English

ISBN-10: 1133604129

ISBN-13: 978-1133604129

Product Dimensions: 1.5 x 8.8 x 11 inches

Shipping Weight: 3.6 pounds (View shipping rates and policies)

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