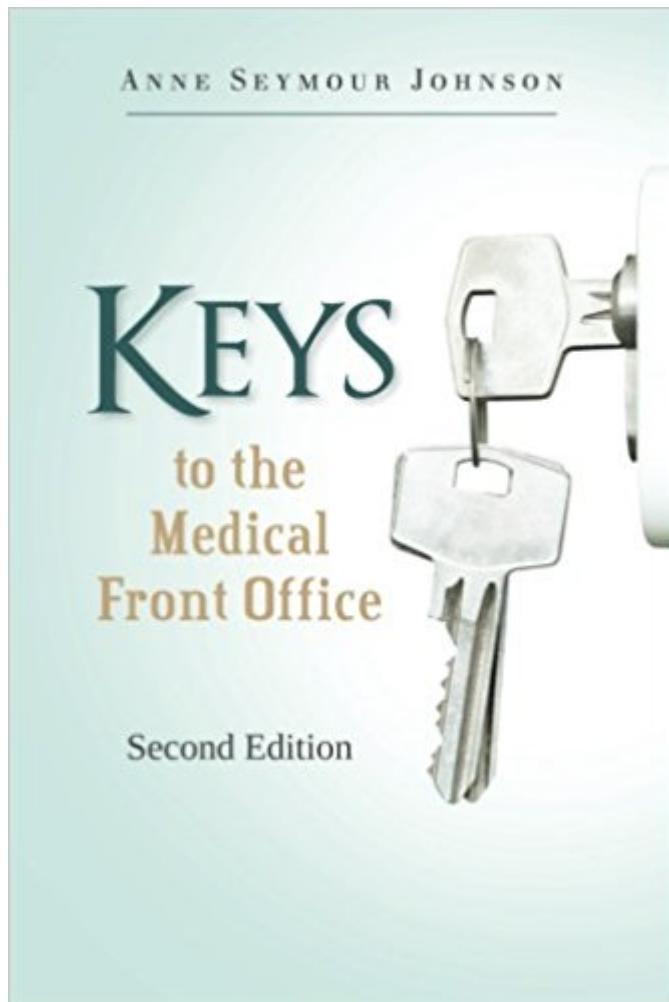


The book was found

Keys To The Medical Front Office



Synopsis

Employee onboarding programs often fail because they are riddled with gaps and not comprehensive enough in scope. This is a costly oversight. It is the responsibility of the supervisor or manager to support new hires, acclimate them to their work group, and provide a well-structured orientation. At last, a step-by-step handbook to assist with onboarding healthcare customer service employees. This indispensable resource quickly and effectively introduces the fundamental elements of the medical front office: customer service, HIPAA, compliance, medical records, and much more. Ensure your employee orientation is consistent, uniform, and complete. Keys to the Medical Front Office provides the framework to guarantee success.

Book Information

Paperback: 156 pages

Publisher: Johnson Key Elements; 2 edition (February 5, 2013)

Language: English

ISBN-10: 0984539514

ISBN-13: 978-0984539512

Product Dimensions: 6 x 0.4 x 9 inches

Shipping Weight: 10.4 ounces (View shipping rates and policies)

Average Customer Review: 3.7 out of 5 stars 8 customer reviews

Best Sellers Rank: #701,000 in Books (See Top 100 in Books) #109 in Books > Medical Books > Allied Health Professions > Physician Assistants #245 in Books > Medical Books > Administration & Medicine Economics > Practice Management & Reimbursement

Customer Reviews

*

This book is full of interesting procedures for working in a medical office.

Great book for defining what the various terms and lingo are, but terrible book if you're looking to make your office more efficient or help improving scheduling or insurance. It's basically a book of definitions. I was also disappointed it's not updated for ICD-10-CM.

Informative, concise, and well organized. I'd recommend it to anyone transitioning to the medical desk.

good info

Good book

This is a very inexpensive but somehow comprehensive book outlining the duties of the medical front office. Lots of good information in here! I recommend it for a helpful way of organizing orientation of a new medical office worker.

This affordable handbook is an office manager's dream. It covers all aspects of the medical front office in a well-organized and easy to read format. I no longer dread the prospect of new employee orientation, and plan to purchase one for each new member of my front desk staff.

Not worth the money

[Download to continue reading...](#)

Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Keys to the Medical Front Office Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics For Medical Office Professionals) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Medical Terminology: Medical Terminology Easy Guide for Beginners (Medical Terminology, Anatomy and Physiology, Nursing School, Medical Books, Medical School, Physiology, Physiology) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) The Electronic Health Record for the Physician's Office: For Simchart for the Medical Office, 2e Illustrated Microsoft Office 365 & Office 2016 for Medical Professionals, Loose-leaf Version Lexi-Comp's Dental Office Medical Emergencies: A Manual of Office Response Protocols The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) Front Range Descents: Spring and Summer Skiing and Snowboarding In Colorado's Front Range In the Fire of the Eastern Front: The Experiences Of A Dutch Waffen-SS Volunteer On The Eastern Front 1941-45 The War in Iraq: From the Front Lines to

the Home Front (24/7: Behind the Headlines Special Editions) Contemporary Medical Office Procedures (Medical Assisting Exam Review: Preparation for the CMA, Rma, & Cmas) Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) Front Office Management for the Veterinary Team, 2e Guide to Dental Front Office Administration

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)