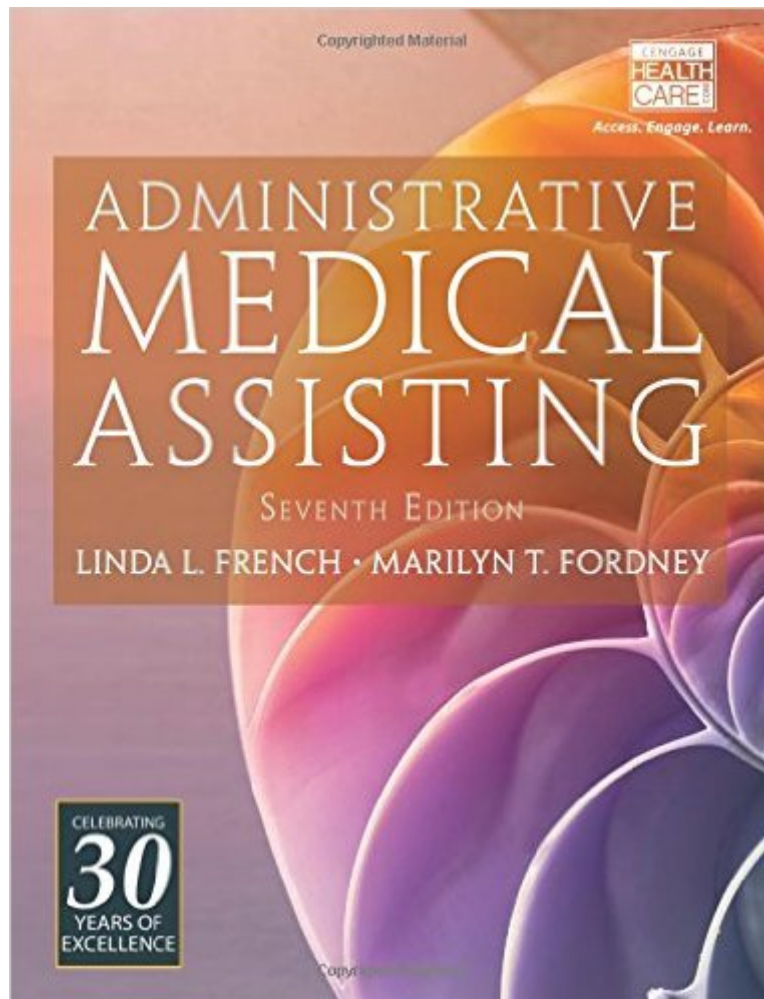


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# Administrative Medical Assisting (with Premium Web Site, 2 Terms (12 Months) Printed Access Card)



## 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

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Language: English

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Product Dimensions: 1.2 x 8 x 11 inches

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

Average Customer Review: 4.1 out of 5 stars [See all reviews](#) (30 customer reviews)

Best Sellers Rank: #141,561 in Books (See Top 100 in Books) #4 in [Books > Medical Books > Allied Health Professions > Medical Transcription](#) #25 in [Books > Medical Books > Allied Health Professions > Physician Assistants](#) #53 in [Books > Medical Books > Administration & Medicine Economics > Health Care Administration](#)

## Customer Reviews

Good textbook and the printed access card works great along with the interactive website. I got this book because it is required for my medical coding class, but i don't see my since it has nothing to do with medical coding only medical assisting.

I was required to purchase this book, Administrative Medical Office Assisting, for a concentrated five week class at an Adult School in my county of residence. The information in this book is out of date in relation to what you now have to know with regard to this occupation for the current workforce.

Some of it is relevant, most of it, now so much. I feel this purchase was a waste of money.

If you have the slightest mark on your book this company will say it is damaged and charge you the full price for the product. In addition, I have been waiting for 2 weeks for them to return the book.

I received my book and I have just passed my course with an A and I am very happy will order from this seller again.

Item meets needs except for the statement "with Premium card access". The card has already been used so you can't access. This statement should be removed because it is misleading.

I paid \$6.99 for faster shipping, I ordered on 8/17 about 5 PM, and received on 8/20 morning. (I'm in CA). The book is good and have access code as well. Nuce

I like this style of book a lot and it makes it easy for me to carry. Just take one chapter at a time to class without carrying it all day.

A little too basic for me, but other students seemed to learn from it. Overall a nice textbook with great online learning support.

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