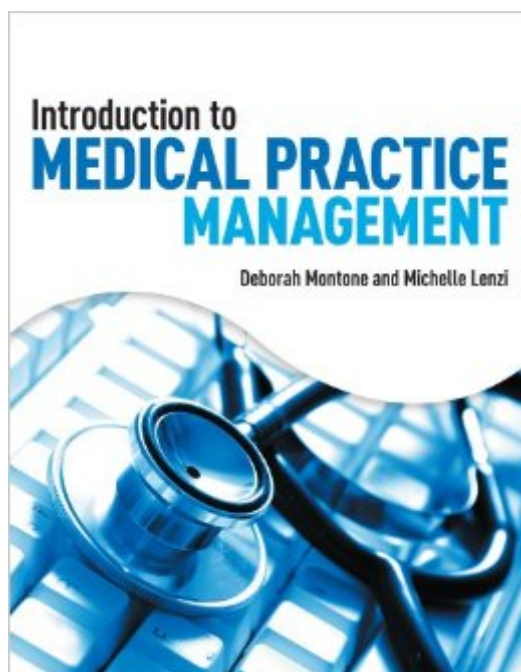


The book was found

# Introduction To Medical Practice Management



## Synopsis

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.

## Book Information

Paperback: 480 pages

Publisher: Cengage Learning; 1 edition (June 20, 2012)

Language: English

ISBN-10: 1418040924

ISBN-13: 978-1418040925

Product Dimensions: 8.3 x 0.8 x 10.7 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (2 customer reviews)

Best Sellers Rank: #601,721 in Books (See Top 100 in Books) #173 in [Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Practice Management & Reimbursement](#) #257 in [Books > Medical Books > Administration & Medicine Economics > Practice Management & Reimbursement](#) #303 in [Books > Textbooks > Medicine & Health Sciences > Nursing > Clinical > Medical & Surgical](#)

## Customer Reviews

This is a good product for the cost. I recommend it to anybody for purchase. Also a very good price.

I wanted to order a used book to save on cost so I was very cautious when reading the condition of the book. The vender said that it was like new, in good repair with a sticker mark on it. If it wasn't for

the sticker mark on the spine of the book, I wouldn't have known that it was used. I will order from them again if they have the books I need in the future.

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

The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans Introduction To Research And Medical Literature For Health Professionals (Blessing, Introduction to Research and Medical Literature for Health Professionals wi) Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Medical Management of Type 2 Diabetes (Burant, Medical Management of Type 2 Diabetes) Starting a Medical Practice: The Physician's Handbook for Successful Practice Start-Up (Practice Success! Series) Introduction to Medical Practice Management Preventing Medical Emergencies: Use of the Medical History in Dental Practice Agile Project Management: For Beginners - A Brief Introduction to Learning the Basics of Agile Project Management (Agile Project Management, Agile Software Development, Scrum) Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile Development, Scrum) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Development, Scrum, Project Management) Medical Management of Vulnerable and Underserved Patients: Principles, Practice and Populations Medical Practice Management Handbook 8E, Eighth Edition Getting Into Medical School (Barron's Getting Into Medical School) Spanish-English English-Spanish Medical Dictionary: Diccionario MÃƒÂ©dico EspaÃƒÂ±ol-InglÃƒÂ©s InglÃƒÂ©s-EspaÃƒÂ±ol (Spanish to English/ English to Spanish Medical Dictionary) (Spanish Edition) Veterinary Medical School Admission Requirements (VMSAR): 2015 Edition for 2016 Matriculation (Veterinary Medical School Admission Requirements in the United States and Canada) Lippincott's Review for Medical-Surgical Nursing Certification (LWW, Springhouse Review for Medical-Surgical Nursing Certification) Veterinary Medical School Admission Requirements (VMSAR): 2016 Edition for 2017 Matriculation (Veterinary Medical School Admission Requirements in the United States and Canada) Medical Apartheid: The Dark History of Medical Experimentation on Black Americans from Colonial Times to the Present Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics Fior Medical Office Professionals)

[Dmca](#)