

# CiMO

## chapter 2 review

### CHECKING YOUR UNDERSTANDING

12. [ILO 2.2] Describe two ways of issuing a command in Medisoft.
13. [ILO 2.4] What are two ways data are entered in a box?
14. [ILO 2.6] What two types of Medisoft help are available?
15. [ILO 2.2] Which menu provides access to Office Hours, Medisoft's scheduling feature?
16. [ILO 2.5] What is the format for entering dates in Medisoft?
17. [ILO 2.7] Describe two ways of exiting Medisoft.
18. [ILO 2.7] Why is it important to back up data regularly?
19. [ILO 2.8] Why is extra caution required when purging data?
20. [ILO 2.7] When is a data restore performed?
21. [ILO 2.9] Give an example of how Medisoft's Auto Log Off feature protects patient data.
22. [ILO 2.9] Give two reasons why it is important to assign each user a login ID and password.
23. [ILO 2.3] List the six Medisoft databases.
24. [ILO 2.3] What is the purpose of the Medisoft toolbar?

### APPLYING YOUR KNOWLEDGE

25. [ILO 2.6] Use Medisoft's built-in help feature to look up information on the following topics:
  - a. How to enter diagnosis codes
  - b. How to print procedure code lists from the Medisoft database
26. [ILO 2.7] You come to work on a Monday morning and find that the office computer is not working. The system manager informs everyone that the computer's hard disk crashed and that all data that were not backed up are lost. What do you do?
27. [ILO 2.5] Why is it important to know how to change dates in Medisoft? What could happen if dates are entered incorrectly?
28. [ILO 2.7] Why is it important to know how to back up and restore Medisoft database files?

# Medisoft Chapter Review Answer Key

**G Psacharopoulos**



## **Medisoft Chapter Review Answer Key:**

**Glencoe Computers in the Medical Office Using MediSoft for Windows** Glencoe/McGraw-Hill,1999      *Glencoe Computers in the Medical Office* ,2001      **Kinn's The Administrative Medical Assistant - E-Book** Alexandra Patricia Adams,2013-10-21 The most comprehensive front office medical assisting resource available Kinn s The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today s competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Master key skills through step by step instructions and full color illustrations that clarify procedures Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast efficient access to related content Find information quickly and easily with newly reorganized chapter content and charting examples Reinforce your understanding through medical terminology audio pronunciations Medisoft practice management software exercises chapter quizzes review activities and more on the completely revised companion Evolve Resources website      **Medical Office Transcription: An Introduction to Medical Transcription Text-Workbook** Karonne Becklin,Edith Sunnarborg,2002-01-31 Students use this 12 chapter text workbook and accompanying dictation program to learn to transcribe proof and edit a variety of medical documents including chart notes history and physical reports consultations office procedures notes x ray reports and more New chapter includes review and case studies Prerequisites include familiarity with basic English keyboarding and transcription skills and knowledge of basic medical terminology      **Saunders Essentials of Medical Assisting - E-Book** Diane M. Klieger,2013-08-09 Saunders Essentials of Medical Assisting 2nd Edition is designed to give you just the right amount of the essential information you need to prepare for your career as a medical assistant It covers all of the need to know information in an organized approachable format The condensed information is perfect for shorter programs of study and as a review tool for certification or re certification for practicing medical assistants Full color and visually oriented this

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