

**DALHOUSIE UNIVERSITY
FACULTY OF DENTISTRY**

CLINIC POLICY AND PROCEDURES MANUAL

**(also see the Schedule of Fees for Dental Services and
the Infection Control Manual for other clinic policies)**

2009 -2010

Version - August 28, 2009

**Compiled by
The Office of the Assistant Dean, Clinics,
August 2009**

**THIS MANUAL IS FOR THE SOLE USE OF THE DALHOUSIE DENTAL
CLINIC FACULTY, STAFF AND STUDENTS.**

**Suggestions for improvements are always welcome. Please pass them on to the
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Medical Office Procedure Manual Sample

David E. Marcinko, Hope Rachel Hetico

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

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Medical Office Procedures Karonne J. Becklin, Edith Sunnarborg, 1996 This text workbook is designed to expose students to both traditional medical office procedures and the computerized medical office Projects and simulations are included and can be done manually or on the computer using MediSoft Patient Accounting Software **Medical Office Administration E-Book** Brenda A. Potter, 2013-12-15 To succeed in today's medical front office you need a resource that will help you learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment Reflecting Brenda Potter's first hand experience as an active instructor Medical Office Administration A Worktext 3rd Edition combines instruction and application to help you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job It includes procedures to be used with Medisoft Version 18 which allows you to practice the day to day activities as if you were in an actual office setting An optional upgrade package is available which includes a Medisoft Version 18 Demo CD ISBN 9780323279789 Engaging worktext format makes it easier to apply what you've learned to the real world breaking up the content into manageable segments and providing case studies critical thinking exercises role playing exercises and collaborative learning activities Real world examples apply important concepts to the medical office setting A conversational writing style makes it easier to read and understand the material HIPAA Hints ensure that you comply with HIPAA mandates UNIQUE The Diverse Community of Patients chapter addresses the important issue of cultural diversity Procedure boxes offer step by step instructions on how to perform specific administrative tasks Procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies Learning objectives show the key points that you are expected to learn in each chapter NEW Medisoft v18 software allows you to practice common administrative tasks with real world office management software Medisoft sold separately NEW Coverage of ICD 10 coding prepares you for the October 2014 transition to ICD 10 UPDATED EHR coverage applies administrative concepts and procedures to their use within the Electronic Health Record NEW electronic procedure checklists on the Evolve companion website measure how well you have mastered procedures Instructor's Manual and Key for Medical Office Procedures Karonne J. Becklin, 1999 Insurance Handbook for the Medical Office Marilyn Fordney, 2015-11-26 Stay up on the latest in insurance billing and coding with Marilyn Fordney's Insurance Handbook for the Medical Office 14th Edition Trusted for more than 30 years this market leading handbook equips you to succeed as medical insurance specialist in any of today's outpatient settings Coverage emphasizes the role of the medical insurance specialist in areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies As with previous editions all the plans that are most commonly encountered in clinics and physicians offices are incorporated into the text as well as icons for different types of payers lists of key abbreviations and numerous practice exercises that assist you in accurately filling out claim forms This

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