Young: Kinn's The Administrative Medical Assistant, 7th Edition

Chapter 22: Professional Fees, Billing, and Collecting

TEACH Study Guide Answer Key

Vocabulary Review

- Jesse has an account balance of \$464, which represents the total amount she owes after her insurance paid a portion of her bill.
- Mrs. Ramone has a credit on her account for an overpayment, so the office manager sent her a check for that amount.
- Robert's mother is the guarantor of his bill, because she promised to pay the full amount for her son.
- Julia had to instigate collections proceedings on several accounts last month because the patients had not made payments as promised.
- One of the tasks Pamela enjoys is posting payments that arrive in the mail to patients' accounts.
- Debit cards are used more and more often for payments in the physician's office.
- An organization under contract to the government to handle insurance claims from providers is called a fiscal agent.
- Mrs. Richland called the office to get the balance on her account.
- The office staff has been debating whether they should continue to offer professional courtesy to other healthcare providers and their staff members.
- A business transaction, which is any exchange or transfer of goods, services, or funds, must always be recorded.
- 11. Anna made several disbursements for various bills that were due last week.
- Dr. Taylor's fee profile is a compilation of the fees he has charged over the past fiscal year.
- 13. The Peete family was considered medically indigent, because they could not afford medical care even though they were able to pay basic living expenses.
- Deb sometimes confuses a credit with a debit, which is a deduction from a revenue, net worth, or liability account.
- Jessica totaled the receipts for the day, which came from patient and insurance payments.
- State Farm is considered a third-party payer, because Bethany's injuries were sustained in a car accident and State Farm will pay her medical bills.
- Dr. Martin reviewed his fee schedule, which is a compilation of pre-established fee allowances for given services or procedures.
- 18. The balances due to a creditor on an account are called payables.
- The Blackburn Clinic uses a computer to determine patient account balances, but June remembers when they used a manual pegboard system.
- When Madelyn received the denial from Mr. Paul's insurance company, she wondered if he had paid his premium.

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Carol J. Buck

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