

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

Chapter 12: Professional Fees, Billing, and Collecting

TEACH Study Guide Answer Key

Vocabulary Review

1. Jesse has an **account balance** of \$464, which represents the total amount she owes after her insurance paid a portion of her bill.
2. Mrs. Ramona has a **credit** on her account for an overpayment, so the office manager sent her a check for that amount.
3. Robert's mother is the **guarantor** of his bill, because she promised to pay the full amount for her son.
4. Julia had to **investigate** collections proceedings on several accounts last month because the patients had not made payments as promised.
5. One of the tasks Pamela enjoys is **posting** payments that arrive in the mail to patients' accounts.
6. **Debit cards** are used more and more often for payments in the physician's office.
7. An organization under contract to the government to handle insurance claims from providers is called a **fiscal agent**.
8. Mrs. Richard called the office to get the balance on her **account**.
9. The office staff has been debating whether they should continue to offer **professional courtesy** to other healthcare providers and their staff members.
10. 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.
12. Dr. Taylor's fee **profile** is a compilation of the fees he has charged over the past fiscal year.
13. The Poole family was considered **medically indigent**, because they could not afford medical care even though they were able to pay basic living expenses.
14. Deb sometimes confuses a credit with a **debit**, which is a deduction from a revenue, net worth, or liability account.
15. Jessica totaled the **receipts** for the day, which came from patient and insurance payments.
16. State Farm is considered a **third-party payer**, because Anthony's injuries were sustained in a car accident and State Farm will pay her medical bills.
17. 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**.
19. The Blackburn Clinic uses a computer to determine patient account balances, but Jane remembers when they used a manual **pegboard system**.
20. When Madelyn received the denial from Mr. Paul's insurance company, she wondered if he had paid his **premium**.

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Table of Contents Kinns Scheduling Appointments Study Guide Answer Key

1. Understanding the eBook Kinns Scheduling Appointments Study Guide Answer Key
 - The Rise of Digital Reading Kinns Scheduling Appointments Study Guide Answer Key
 - Advantages of eBooks Over Traditional Books
2. Identifying Kinns Scheduling Appointments Study Guide Answer Key
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Kinns Scheduling Appointments Study Guide Answer Key
 - User-Friendly Interface
4. Exploring eBook Recommendations from Kinns Scheduling Appointments Study Guide Answer Key

- Personalized Recommendations
 - Kinns Scheduling Appointments Study Guide Answer Key User Reviews and Ratings
 - Kinns Scheduling Appointments Study Guide Answer Key and Bestseller Lists
5. Accessing Kinns Scheduling Appointments Study Guide Answer Key Free and Paid eBooks
- Kinns Scheduling Appointments Study Guide Answer Key Public Domain eBooks
 - Kinns Scheduling Appointments Study Guide Answer Key eBook Subscription Services
 - Kinns Scheduling Appointments Study Guide Answer Key Budget-Friendly Options
6. Navigating Kinns Scheduling Appointments Study Guide Answer Key eBook Formats
- ePub, PDF, MOBI, and More
 - Kinns Scheduling Appointments Study Guide Answer Key Compatibility with Devices
 - Kinns Scheduling Appointments Study Guide Answer Key Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Kinns Scheduling Appointments Study Guide Answer Key
 - Highlighting and Note-Taking Kinns Scheduling Appointments Study Guide Answer Key
 - Interactive Elements Kinns Scheduling Appointments Study Guide Answer Key
8. Staying Engaged with Kinns Scheduling Appointments Study Guide Answer Key
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Kinns Scheduling Appointments Study Guide Answer Key
9. Balancing eBooks and Physical Books Kinns Scheduling Appointments Study Guide Answer Key
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Kinns Scheduling Appointments Study Guide Answer Key
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Kinns Scheduling Appointments Study Guide Answer Key
- Setting Reading Goals Kinns Scheduling Appointments Study Guide Answer Key
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Kinns Scheduling Appointments Study Guide Answer Key

- Fact-Checking eBook Content of Kinns Scheduling Appointments Study Guide Answer Key
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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