

medical office training online

medical office training online has become an essential pathway for individuals seeking to enter or advance in the healthcare administrative field. This mode of education offers flexibility, accessibility, and comprehensive learning opportunities for students aiming to acquire skills necessary for managing medical office operations effectively. With the healthcare industry continually evolving, the demand for trained medical office professionals who understand billing, coding, patient scheduling, and healthcare regulations is higher than ever. Online training programs provide a practical and convenient approach to mastering these competencies, often accommodating diverse schedules and learning paces. This article explores the benefits, key components, accreditation, and career prospects related to medical office training online. It also highlights the technological tools and course structures that enhance the learning experience, ensuring preparedness for real-world medical office environments.

- Benefits of Medical Office Training Online
- Core Curriculum and Skills Taught
- Accreditation and Certification Importance
- Technology and Tools Used in Training
- Career Opportunities After Completion

Benefits of Medical Office Training Online

Medical office training online offers numerous advantages compared to traditional classroom settings. The foremost benefit is flexibility, allowing students to access coursework at their convenience, which is particularly beneficial for working professionals or those with family commitments. Additionally, online training programs often provide a cost-effective alternative by reducing expenses related to commuting, textbooks, and housing. Students can also benefit from a wider variety of course options and specialized programs that might not be available locally. The self-paced nature of many online courses enables learners to absorb information thoroughly and revisit complex topics as needed. Furthermore, interactive multimedia resources, such as videos, quizzes, and virtual simulations, enrich the learning experience and enhance retention.

Flexibility and Convenience

One of the main draws of medical office training online is the ability to balance education with personal and professional responsibilities. Students can log in from any location with internet access and often at any time, which eliminates geographical barriers and rigid schedules.

Cost-Effectiveness

Online programs typically reduce the overall cost of education by minimizing commuting expenses, eliminating the need for on-campus housing, and sometimes offering digital textbooks or free learning materials.

Diverse Program Offerings

Online platforms frequently provide access to a broad range of courses and specializations, allowing students to tailor their education to specific career goals within healthcare administration.

Core Curriculum and Skills Taught

Medical office training online programs cover a comprehensive curriculum designed to equip students with the essential skills to manage healthcare administrative tasks efficiently. The coursework typically includes medical terminology, healthcare laws and ethics, medical billing and coding, electronic health records (EHR) management, appointment scheduling, and communication skills. These programs emphasize both theoretical knowledge and practical application, often incorporating case studies and simulated office scenarios to prepare students for real-world challenges.

Medical Terminology and Documentation

Understanding medical terminology is fundamental for accurate communication and record-keeping within healthcare settings. Students learn to interpret and use medical terms related to anatomy, diseases, treatments, and procedures.

Medical Billing and Coding

This critical component trains students in coding systems such as ICD-10 and CPT, which are used to process insurance claims and ensure proper reimbursement for services rendered.

Electronic Health Records (EHR) Management

Proficiency in EHR software is essential for maintaining patient records digitally, improving accuracy, and facilitating information sharing among healthcare providers.

Healthcare Laws and Ethics

Knowledge of legal regulations, privacy laws such as HIPAA, and ethical standards is necessary to ensure compliance and protect patient confidentiality.

Communication and Customer Service

Effective communication skills are developed to handle patient interactions, schedule appointments, and manage conflicts professionally and empathetically.

Accreditation and Certification Importance

Choosing an accredited medical office training online program is crucial to ensure the quality and recognition of the education received. Accreditation is granted by organizations that evaluate the curriculum, faculty qualifications, and institutional resources. Graduating from an accredited program often facilitates eligibility for professional certifications, which can significantly enhance employability and credibility in the healthcare industry. Certifications such as Certified Medical Administrative Assistant (CMAA) or Certified Professional Coder (CPC) validate a graduate's expertise and commitment to the profession.

Recognized Accrediting Bodies

Programs accredited by bodies like the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation of Allied Health Education Programs (CAAHEP) meet rigorous educational standards.

Certification Benefits

Obtaining professional certification after training demonstrates proficiency, increases job prospects, and may lead to higher salaries and career advancement opportunities.

Employers' Preferences

Many healthcare employers prefer or require candidates to have completed accredited programs and hold relevant certifications for medical office positions.

Technology and Tools Used in Training

Modern medical office training online programs leverage advanced technology and software to replicate the work environment and enhance learning. Learning management systems (LMS) provide structured access to course materials, assignments, and assessments. Interactive simulations allow students to practice patient scheduling, billing processes, and data entry in a virtual setting. Additionally, training on popular EHR platforms and medical billing software prepares students for the technological demands of medical offices.

Learning Management Systems (LMS)

LMS platforms organize coursework, facilitate communication between instructors and students, and track academic progress efficiently.

Virtual Simulations and Practice Labs

Simulated office environments enable learners to gain hands-on experience with common tasks such as managing patient records, processing claims, and handling phone communications.

Industry-Standard Software Training

Familiarity with software like Epic, Cerner, or Medisoft is often integrated into curricula to ensure graduates are workplace-ready.

Career Opportunities After Completion

Graduates of medical office training online programs are well-positioned to pursue a variety of roles within healthcare administration. Common career paths include medical office assistant, medical receptionist, billing and coding specialist, health information technician, and patient services coordinator. The healthcare sector's ongoing growth and the increasing complexity of administrative tasks contribute to strong job security and advancement potential. In addition, experience and further certifications can lead to supervisory or management positions within medical offices and clinics.

Entry-Level Positions

Positions such as medical receptionist or office assistant offer a starting point for recent graduates to gain practical experience while applying their training.

Specialized Roles

Graduates may specialize in billing and coding or health information management, focusing on insurance claims processing and data accuracy.

Advancement Opportunities

With experience, professionals can advance to office manager, medical records supervisor, or other leadership roles within healthcare facilities.

Employment Settings

Medical office professionals find opportunities in hospitals, private practices, outpatient clinics, insurance companies, and government health agencies.

- Medical offices and clinics
- Hospitals and healthcare systems
- Insurance companies
- Government health departments
- Long-term care and rehabilitation centers

Frequently Asked Questions

What are the benefits of medical office training online?

Medical office training online offers flexibility, allowing students to learn at their own pace and from any location. It also often provides access to updated course materials and enables working professionals to balance education with their job.

Which skills are typically taught in an online medical office training program?

Online medical office training programs usually cover medical terminology, billing and coding, electronic health records (EHR) management, appointment scheduling, insurance processing, and patient communication skills.

Are online medical office training programs accredited?

Many online medical office training programs are accredited by recognized bodies such as the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), ensuring the quality and credibility of the education provided.

How long does it usually take to complete medical office training online?

The duration of online medical office training programs varies but typically ranges from 6 months to 1 year for certificate programs. Some associate degree programs may take around 2 years to complete.

Can I get certified after completing an online medical office training course?

Yes, after completing an online medical office training course, students can often pursue certifications such as Certified Medical Administrative Assistant (CMAA) or Certified Medical Office Manager (CMOM), which enhance job prospects.

What technology requirements do I need for medical office training online?

Students generally need a reliable computer or laptop, high-speed internet access, and basic software such as word processors and spreadsheet programs. Some courses may require specific software related to electronic health records or billing systems.

Is online medical office training suitable for beginners with no healthcare experience?

Yes, many online medical office training programs are designed for beginners and cover foundational topics, making them suitable for individuals without prior healthcare experience who want to start a career in medical office administration.

Additional Resources

1. Medical Office Management: An Online Training Guide

This book provides a comprehensive introduction to the essential skills needed for effective medical office management. It covers topics such as scheduling, billing, patient communication, and electronic health records. Designed for online learners, it includes practical exercises and real-world scenarios to enhance understanding.

2. Fundamentals of Medical Office Procedures

Focused on the core procedures in a medical office, this book offers step-by-step guidance on administrative tasks, coding, and insurance processing. It is ideal for students training online who want to build a strong foundation in medical office operations. The text includes quizzes and interactive components to reinforce learning.

3. Electronic Health Records for Medical Office Professionals

This book delves into the use and management of electronic health records (EHR) within medical offices. It provides detailed explanations of EHR software, data entry protocols, and privacy regulations. Online learners will benefit from practical tips and case studies to master EHR systems.

4. Medical Billing and Coding Essentials

Designed for those training to become medical billers and coders, this book outlines the basics of coding systems such as ICD-10 and CPT. It also explains the billing cycle, claims processing, and insurance reimbursement. The online format includes interactive coding exercises and practice exams.

5. Patient Communication and Customer Service in Medical Offices

Effective communication is critical in healthcare settings. This book covers best practices for patient interactions, handling difficult situations, and maintaining professionalism. It is tailored for online learners seeking to improve their interpersonal skills in medical office environments.

6. Medical Office Software Training: A Practical Approach

This guide introduces various software tools commonly used in medical offices, including scheduling, billing, and EHR programs. It emphasizes hands-on training through virtual simulations and tutorials, making it perfect for online courses. Readers will gain confidence in navigating and utilizing medical office software.

7. Healthcare Compliance and Ethics for Medical Office Staff

Covering important regulatory and ethical standards, this book educates medical office personnel on HIPAA, OSHA, and other compliance requirements. It addresses the legal responsibilities and ethical dilemmas faced in healthcare administration. The content is structured for easy online study with case examples and review questions.

8. Medical Office Administrative Procedures

This book outlines the daily administrative tasks performed in a medical office, including record keeping, appointment coordination, and office organization. It is designed for online learners who want to develop practical skills for managing office workflows. The book features checklists and scenario-based exercises.

9. Career Development in Medical Office Administration

Focusing on professional growth, this book guides students through resume writing, interview preparation, and continuing education opportunities in medical office administration. It offers advice tailored to those completing training online, emphasizing networking and certification pathways. Readers will find tips for entering and advancing in the medical office field.

Medical Office Training Online

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Marilyn Fordney, 2015-12-08 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 new edition also features expanded coverage of ICD-10, electronic medical records, electronic

claims submission, and the HIPAA 5010 — keeping you one step ahead of the latest practices and protocols of the profession. Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology. Separate chapter on HIPAA Compliance in Insurance Billing, as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations. Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office. Increased focus on electronic filing/claims submission prepares readers for the industry-wide transition to electronic claims submission. Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it. Service to Patient features in most chapters offer examples of good customer service. User resources on the Evolve companion website feature performance checklists, self-assessment quizzes, the Student Software Challenge (with cases on different payer types and an interactive CMS-1500 (02-12) form to fill in). NEW! Expanded coverage of ICD-10 prepares users to code ICD-10 with the planned effective date of October 2015. NEW! Added information on the electronic medical record and electronic claims submission — including information on the HIPAA 5010 — equips users for the transition between paper and electronic methods of medical records and links the CMS-1500 (02-12) form to the electronic submissions process. NEW! SimChart for the Medical Office (SCMO) application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap.

medical office training online: 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 new edition also features expanded coverage of ICD-10, electronic medical records, electronic claims submission, and the HIPAA 5010 keeping you one step ahead of the latest practices and protocols of the profession. Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology. Separate chapter on HIPAA Compliance in Insurance Billing, as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations. Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office. Increased focus on electronic filing/claims submission prepares readers for the industry-wide transition to electronic claims submission. Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it. Service to Patient features in most chapters offer examples of good customer service. User resources on the Evolve companion website feature performance checklists, self-assessment quizzes, the Student Software Challenge (with cases on different payer types and an interactive CMS-1500 (02-12) form to fill in). NEW! Expanded coverage of ICD-10 prepares users to code ICD-10 with the planned effective date of October 2015. NEW! Added information on the electronic medical record and electronic claims submission including information on the HIPAA 5010 equips users for the transition between paper and electronic methods of medical records and links the CMS-1500 (02-12) form to the electronic submissions process. NEW! SimChart for the Medical Office (SCMO) application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap.

medical office training online: *The Electronic Health Record for the Physician's Office E-Book* Julie Pepper, 2023-07-19 Get realistic, hands-on practice with performing EHR tasks! Combining a

print textbook with online SimChart for the Medical Office software, *The Electronic Health Record for the Physician's Office*, 4th Edition uses real-world examples and screenshots to walk you through each EHR task. Clear, step-by-step guidelines simplify the exercises in each simulation, so you master all the EHR skills required of a medical office professional. You'll learn how to use EHR in patient care and reimbursement as you perform tasks in administrative use, clinical care, and coding and billing. Written by Medical Assisting educator Julie Pepper, this manual also helps you prepare for success on the Certified Electronic Health Records Specialist (CEHRS) examination - UNIQUE! Integration with SimChart for the Medical Office (SCMO), Elsevier's educational EHR (sold separately), makes it easier to learn and apply EHR fundamentals. - EHR Exercises with step-by-step instructions reinforce key concepts and allow practice with actual software, increasing in difficulty based on the knowledge gained. - Critical Thinking Exercises provide thought-provoking questions to enhance learning and problem-solving skills. - Chapter Review Activities allow you to assess your knowledge of the material, with activities such as a review of key terms, matching and true/false questions, and additional opportunities for software practice. - Review of Paper-Based Office Procedures describes how tasks are completed when the healthcare facility is using paper-based procedures instead of electronic. - Trends and Applications provide real-life examples of how EHR systems are being used to improve health care. - Application exercises in the appendix include front office, clinical care, and coding and billing, allowing you to practice skills before tackling graded SCMO exercises. - Student resources on the Evolve website include a custom test generator to allow CEHRS exam practice or simulation. - NEW! Content is aligned to the latest blueprint for the Certified Electronic Health Records Specialist (CEHRS) exam. - NEW! Updated coverage includes data validation and reconciliation, patient portals, EHR training, IT troubleshooting techniques, common documentation errors, reimbursement systems and processes, authorizations, federal guidelines and escalation procedures, and reporting. - NEW! Screenshots demonstrate EHR applications within SimChart for the Medical Office.

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medical office training online: Health IT JumpStart Patrick Wilson, Scott McEvoy, 2011-10-13 IT professionals can learn how to launch a career in health information technology Government regulation is mandating that all physician practices, hospitals, labs, etc. move to electronic health records (EHR) by 2014, which, in turn, will create a demand for IT professionals to help medical facilities make this transition as smooth as possible. This book helps IT professionals make the move into health information technology (HIT) and shows you how EHRs can be securely created, maintained, distributed, and backed up under government regulations. The author duo is a pair of HIT experts who understand how medical data works and willingly share their expertise with you so that you can best serve this emerging, evolving market. You'll quickly benefit from using this book as your first step to understanding and preparing for a job in HIT. Opens the door to researching how to make the move from IT to the up-and-coming field of health information technology (HIT) Guides you through the four aspects of HIT: government regulation and funding, operational workflow, clinical understanding, and the technology that ties it all together Prepares you for the healthcare market with a roadmap of understandable advice that escorts you through complex government information Pares down the extraneous material and delivers the need-to-know information on securely maintaining electronic health records Jump into the up-and-coming world of health IT with this helpful and insightful book.

medical office training online: The Electronic Health Record for the Physician's Office

Julie Pepper, 2017-02-12 Get hands-on practice with entering data into the Electronic Health Record! *The Electronic Health Record for the Physician's Office*, 2nd Edition uses online simulations to walk you through each EHR task. Clear, step-by-step guidelines simplify the exercises in each simulation, so you learn all the EHR skills required of a medical office professional. This edition adds in-depth review and preparation for the Certified Electronic Health Records Specialist (CEHRS) examination. Written by Medical Assisting educator Julie Pepper, this how-to manual helps you master the administrative, clinical, and billing/coding skills you need to gain certification and

succeed on the job. Access to SimChart for the Medical Office sold separately. Use of SimChart for the Medical Office (SCMO) for all EHR/practice management applications makes it easier to learn and apply EHR fundamentals. Realistic, hands-on practice helps you develop EHR skills including implementation, HIPAA compliance, troubleshooting, and submitting claims for reimbursement. Safe learning environment allows you to learn and practice tasks without fear of making a mistake affecting real patients. A guided tour through SCMO shows how to use the online simulations and practice EHR tasks. Application exercises in the appendix cover administrative, clinical, and insurance/billing, allowing you to practice the skills learned in the text. Student learning resources on the Evolve companion website include form upload, cases, additional insurance cards, and patient information forms, all providing additional practice. NEW! Enhanced EHR coverage provides in-depth preparation for the CEHRS examination. NEW! CEHRS examination preparation tools are included on Evolve.

medical office training online: Claim Success! Kyle Farhat, Nancie Cummins, 2008 Claim Success! is written to provide entrepreneurs, business people, and anyone investigating medical billing as a potential career, with completely up-to-date, comprehensive information about literally everything you will need to know to decide if running a medical billing and practice management company is a good business for you to consider. --Publisher.

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medical office training online: Jones & Bartlett Learning's Comprehensive Medical Assisting Judy Kronenberger, Julie Ledbetter, 2020-05-07 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs, Jones & Bartlett Learning's Comprehensive Medical Assisting, Fifth Edition is more than just a textbook - it's an engaging, dynamic suite of learning resources designed to train medical assisting students in the administrative and clinical skills they'll need in today's rapidly changing health care environment. The Fifth Edition includes a full chapter on Emergency Preparedness, new in-book role playing activities, and an expanded array of online resources. We're pleased to offer case studies, skills videos, and animations as part of our ancillary suite.

medical office training online: Community Public Health in Policy and Practice Sarah Cowley, 2007-12-12 This title is directed primarily towards health care professionals outside of the United States. Since the first edition of this book was published, there has been considerable change across

public health, health visiting and community nursing. The positive emphasis on developing and describing all services in relation to their purpose and client/user group is reflected in this second, emphasizing multi-disciplinarity and service focus rather than individual professions, whilst retaining the essential emphasis on policy and practice. Familiar occupational titles, such as health visitor, community development worker, midwife or nurse are still used within the chapters, recognizing the continued division of labour and major contributions to public health made by specific grass roots occupations. This second edition has been completely reorganised, expanded and updated to keep up with the rapid progress across the field of community public health. 'Key issues' boxes identify major topics within each chapter Discussion questions stimulate debate Boxes present information in a reader friendly, memorable format Each chapter provides extensive research, conceptual critique, information about sources, and resources for further information. Seven totally new chapters on Partnership Working; Parenting and Family Support; Complex Community-based Initiatives; Leadership through Alongsideness; Quality in a Public Health Service and Immunization Four chapters completely rewritten: Health Needs Assessments; Collaborating for Health; Breastfeeding and Public Health; Safeguarding Children All remaining chapters have been substantially updated.

medical office training online: *Train at Home to Work at Home* Michelle McGarry, 2003-07 Begin a Work-at-Home Career with the Training and Education You Need! Train at Home to Work at Home This unique guide provides comprehensive resources on more than 200 distance-learning programs that can teach you 27 of the most popular and profitable work-at-home careers. Distance-learning programs have exploded in the last few years---courses are now available online, via e-mail, via teleclass, through the mail, on audiotape, on videotape, and even on CD-ROM. You can learn: graphic design at UCLA professional writing at Washington State University life coaching at CoachU Web site design at Penn State financial planning at University of Alabama interior design at the Art Institute International medical transcription at the Health Professions Institute and many more. Plus, extensive resource lists (organizations, books, and Web sites) complete each section. Full contact information, tuition rates, and course descriptions make comparisons and contrasts a breeze.

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medical office training online: *Saunders Medical Office Management* Alice Anne Andress, 2013-08-09 With proven techniques and professional insight, this one-of-a-kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility. From the front office to financial management, each detailed chapter addresses the interpersonal and administrative concerns you'll face in the management of a medical office, accompanied by realistic forms, letters, and procedural policies that help you prepare for on-the-job success. This new edition keeps you up to date on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances to help you keep your medical office at the forefront of the competitive health care field. - Manager's Alert boxes detail measures to help you avoid complications and prevent potential emergencies. - From the Expert's Notebook boxes help you build daily decision-making skills with helpful tips, suggestions, and insights drawn from real-world practice. - Exercises at the end of each chapter reinforce concepts and help you

assess your understanding. - Detailed appendices provide fast, easy access to commonly used abbreviations and symbols, Medicare information, helpful websites, and answers to the end-of-chapter exercises, as well as a sample procedure and policy manual to guide you in developing your own practices. - Written Communication chapter helps you ensure proper communication and documentation in the health care facility. - Updated content in the Medical Record chapter familiarizes you with the latest information on the electronic medical record. - The updated Billing, Coding, and Collections chapter keeps you up to date with the latest coding and insurance forms (CMS 1500). - Coverage of current legal and ethical issues and emerging technology in the medical office keep you apprised of recent developments.

medical office training online: *Kinn's The Medical Assistant - E-Book* Brigitte Niedzwiecki, Julie Pepper, 2022-11-20 **Selected for Doody's Core Titles® 2024 in Medical Assisting** More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Known for more than 65 years for its alignment with national curriculum standards, Kinn's *The Medical Assistant: An Applied Learning Approach*, 15th Edition teaches the real-world administrative and clinical skills essential for a career in the modern medical office — always with a focus on helping you apply what you've learned. This edition features a new unit on advanced clinical skills and expanded content on telemedicine, infection control related to COVID-19, IV therapy, radiology, rehabilitation, insurance, coding, privacy, data security, and much more. With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment, quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession! - Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements. - Step-by-step, illustrated procedures include rationales and a focus on professionalism. - Electronic health record (EHR) coverage provides access to hands-on activities using SimChart® for the Medical Office (sold separately). - Applied learning approach incorporates threaded case scenarios and critical thinking applications. - Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within Medical Assisting practice. - Key vocabulary terms and definitions are presented at the beginning of each chapter, highlighted in text discussions, and summarized in a glossary for quick reference. - NEW! Content aligns to 2022 Medical Assisting educational competencies. - NEW! Advanced Clinical Skills unit features three new chapters on IV therapy, radiology basics, and radiology positioning to support expanded medical assisting functions. - NEW! Coverage of telemedicine, enhanced infection control related to COVID-19, and catheterization. - NEW! Procedures address IV therapy, limited-scope radiography, applying a sling, and coaching for stool collection. - UPDATED! Coverage of administrative functions includes insurance, coding, privacy, data security, and more. - UPDATED! Online practice exam for the Certified Medical Assistant matches 2021 test updates. - EXPANDED! Information on physical medicine and rehabilitation. - EXPANDED! Content on specimen collection, including wound swab, nasal, and nasopharyngeal specimen collections.

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medical office training online: *Today's Medical Assistant - E-Book* Kathy Bonewit-West, Sue Hunt, 2019-12-11 Bringing together comprehensive, easy-to-read coverage of medical assisting competencies and a solid foundation of anatomy and physiology, *Today's Medical Assistant: Clinical & Administrative Procedures*, 4th Edition provides everything you need to successfully begin a career as a medical assistant. This hands-on guide uses easy-to-follow language and detailed visuals to walk you through all the medical knowledge, procedures, and skills you need for success in today's fast-paced medical office. Cutting-edge content is organized around medical assisting standards and competencies, supplemented throughout with a wide assortment of engaging learning tools and activities that help you to fully understand and demonstrate those competencies. The 4th Edition features enhanced coverage of healthcare law, certification, electronic health records, motivational interviewing, office management, and more, as well as additional procedures to address

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