

## Young: Kinn's The Administrative Medical Assistant, 7<sup>th</sup> Edition

### Chapter 22: 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. Ramone 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 **instigate** 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. Richland 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 Peete 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 Bethany'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 June 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**.

# Kinns Chapter 25 Answer Key

**Lingjun Ying**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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**Urology** Anthony R. Mundy, John Fitzpatrick, David E. Neal, Nicholas J. R. George, 2010-07-26 Written specifically for urological trainees by a distinguished team of contributors this third edition of The Scientific Basis of Urology provides the reader with a thorough coverage of urology Every area function illness and treatment of the urinary tract along with specific discussions of the relevant anatomy and physiology is included in clearly written text abundantly illustrated with full color photographs and diagrams Each chapter takes the basic principles of its topic area and expands upon them to ensure maximum understanding     The Chase ,1922

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