

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**.

Kinns Medical Terminology Guide

Brigitte Niedzwiecki, Julie Pepper



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Kinn's Medical Assisting Fundamentals Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2018-08-31 Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy RMA and CMAS from American Medical Technologist CCMA and CMAA from the National Healthcareer Association NCMA from the National Center for Competency Testing and CMAC from the American Medical Certification Association Emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies Strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions Math exercises embedded throughout the text challenge you to sharpen your math skills Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented Chapter learning tools include vocabulary with definitions critical thinking applications and content that ties directly to the order of learning objectives Pharmacology glossary of the top 100 150 most common over the counter and prescription medications gives you quick access to pronunciation guides generic and trade names and drug classification

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Study Guide for Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams, 2010-10-18. Get more practice with medical assisting competencies and test your critical thinking skills. Designed to support Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 7th Edition by Alexandra P. Young Adams, this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies. A variety of exercises test your knowledge and critical thinking skills, including vocabulary review, multiple choice, fill in the blank, and true/false questions. The most current content and competencies associated with CAAHEP and ABHES are included, such as emergency preparedness, patient education, and documentation. Procedure checklists allow you to tear out each sheet and provide to your instructor for evaluation. Exercises are cross-referenced to the Connections themes in your textbook. Additional exercises enhance the learning experience with skills and concepts word puzzles, case studies, work applications, and Internet activities. English/Spanish terms help bilingual students master the content. Work products may be submitted to your instructor and to accrediting organizations as documentation that a competency has been completed. Expanded coverage of the Electronic Medical Record includes Practice Partner EMR activities for extra practice with this key competency. A companion Evolve website includes A/P exercises with medical animations.

Kinn's The Medical Assistant - E-Book Deborah B. Proctor, Alexandra Patricia Adams, 2014-03-27. The most comprehensive medical assisting resource available. Kinn's The Medical Assistant, 11th Edition, provides unparalleled coverage of the practical, real-world administrative and clinical skills essential to your success in health care. Kinn's 11th Edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide. Procedure Checklist Manual. Apply what you learn to realistic administrative and clinical situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Master key skills and clinical procedures through step-by-step instructions and full-color illustrations.

that clarify techniques Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Sharpen your analytical skills and test your understanding of key concepts with critical thinking exercises Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record Confidently prepare for certification exams with online practice exams and an online appendix that mirrors the exam outlines and provides fast efficient access to related content Enhance your value to employers with an essential understanding of emerging disciplines and growing specialty areas Find information quickly and easily with newly reorganized chapter content and charting examples Reinforce your understanding through medical terminology audio pronunciations Archie animations Medisoft practice management software exercises chapter quizzes review activities and more on a completely revised companion Evolve Resources website

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Medical Terminology & Anatomy for ICD-10 Coding - E-Book Betsy J. Shiland, 2014-09-18 NEW Pharmacology in each body system and a Pharmacology Basics appendix help you recognize drugs and medications in medical reports NEW More than 50 new images bring terminology to life NEW Additional procedural terms supply a more complete picture of the number and kind of procedures you will encounter on medical reports NEW Normal Lab Values appendix familiarizes you with normal and abnormal lab values so you know when to search a medical record for possible additional diagnoses NEW Tablet and mobile optimized Evolve activities offer an easily accessible source for extra interactive practice and learning

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Medical Terminology & Anatomy for Coding E-Book Betsy J. Shiland, 2020-08-01 Selected for Doody's Core Titles 2024 with Essential Purchase designation in Dictionaries Terminology Medical Terminology Anatomy for Coding 4th Edition is unlike any other medical terminology textbook on the market With interspersed ICD 10 and CPT coding guidelines and notes electronic medical records and integrated exercises it combines anatomy and physiology coverage with the latest medical terminology needed by coders and coding students The ICD 10 CM classification system serves as the structure for organizing diseases and disorders with carefully drawn well labelled illustrations to help you visualize the associated anatomy A new Infectious Disease Process Basics appendix provides the terminology and physiology of infectious diseases Updated CPT coding information indicates where physician coding differs from ICD 10 coding UNIQUE Anatomy and physiology content covers everything students need to know to code in ICD 10 CM ICD 10 PCS and CPT UNIQUE Pathology terms organized by ICD 10 disease and disorder categories allow students to learn terms in the same order they are presented in the coding manual UNIQUE Body Part key provides a complete list of body parts and how they should be coded in ICD 10 NEW and UNIQUE Infectious disease appendix provides the basic information coders and coding students need to be able to understand infectious diseases and to code them correctly NEW and UNIQUE Additional CPT notes and updated ICD 10 guidelines highlight connections between terminology and codes

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