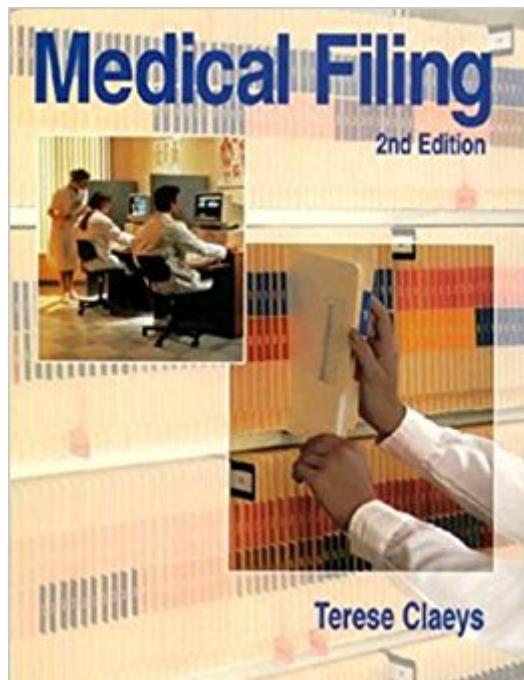


The book was found

Medical Filing



Synopsis

The new edition of this worktext addresses such relevant issues as security and confidentiality, and covers numeric filing, alphabetic filing, cross-referencing, color coding, records control and computer assisted filing. Objectives, key terms and examples give students an understanding of medical filing procedures. Organized into seven units, including many examples, illustrations, "check your understanding" exercises, "check your knowledge" questions, application projects and a final exam. Completion time: 10-15 hours.

Book Information

Paperback: 96 pages

Publisher: Delmar Cengage Learning; 2 edition (November 7, 1996)

Language: English

ISBN-10: 0827381778

ISBN-13: 978-0827381773

Product Dimensions: 0.5 x 8.5 x 11.2 inches

Shipping Weight: 12 ounces (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 stars 9 customer reviews

Best Sellers Rank: #841,070 in Books (See Top 100 in Books) #18 in Books > Medical Books > Allied Health Professions > Medical Transcription #290 in Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Medical History & Records #291 in Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Hospital Administration & Care

Customer Reviews

Preface. Unit 1-Medical Filing: An Overview. Purpose of Medical Filing. The Medical Records Life Cycle. Confidentiality. Methods of Storing Medical Records. Cross-Referencing. Master Patient Index. Filing Equipment. Filing Supplies. Alternate Storage Methods. Unit 2-Alphabetic Filing. Alphabetic Filing Rules. Indexing. Indexing Rules. Phonetic Filing. Apply Your Knowledge of Alphabetic Filing. Unit 3- Numeric Filing. Filing Medical Records by Number. Numbering Systems. Filing Systems. Apply Your Knowledge of Numeric Filing. Unit 4-Cross-Referencing. Alphabetic Cross-Referencing. Numeric Cross-Referencing. Unit 5-Color Coding. Alphabetic Color Coding. Numeric Color Coding. Apply Your Knowledge of Color Coding. Unit 6-Records Control. Charge-Out Procedures. Automated Tracking System. Retention and Destruction of Medical Records. Transfer Procedures. Active Versus Inactive Medical Records. Unit 7 -Computer-Assisted Filing.

Administrative Applications. Financial Applications. Clinical Applications. Hospital Versus Physician's Office Computer Applications. Security and Confidentiality. Check Your Understanding Answers. Cards. Index. Terminology.

The new edition of this worktext addresses such relevant issues as security and confidentiality, and covers numeric filing, alphabetic filing, cross-referencing, color coding, records control, and computer-assisted filing. Objectives, key terms, and examples give students an understanding of medical filing procedures.

Precise and to the point, this book is a valuable reference.

I needed this for college. I like it.

A lot of pages are missing, they were torn out, and I need it for my study and home work.

another great purchase from .com, will definitely continue using this site for all my future purchases on textbooks. Very Happy with .com

Good book! However I caution you buying it used. You need the cards in the book for tests.

Never rec my book and I order it on July 14th .. Mad on this one will never order from terrance tolbert again . never received my refund

This book was really wonderful! Not at all like the usual records management books we had already been through; it was simple and easy to use!

This book was simple and easy to understand the steps on filing. Filing cards were very helpful.

[Download to continue reading...](#)

Medical Filing Medical Terminology: Medical Terminology Easy Guide for Beginners (Medical Terminology, Anatomy and Physiology, Nursing School, Medical Books, Medical School, Physiology, Physiology) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) A Quick Guide to Filing Taxes Income Tax Fundamentals 2017 (with H&R

Blockâ„¢ Premium & Business Access Code for Tax Filing Year 2016) Smoking Food at Home with Smoky Jo: Hot Smoking and Cold Smoking; Different Types of Smokers; Smoking Using a Wok, Filing Cabinet, Wardrobe or Shed; ... Herbs and Spices; Wood Varieties; Food Safety Bankruptcy Bible 2017: The Only Pro-Consumer Approach to Filing Bankruptcy (Ultimate Bankruptcy Series) Patent It Yourself: Your Step-by-Step Guide to Filing at the U.S. Patent Office The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) Progressive Medical Word Scramble Puzzles: Contemporary Medical Terminology (Progressive Challenges in Contemporary Medical Terminology Book 1) 18 Ways to Break into Medical Coding: How to get a job as a Medical Coder (Medical Coding 101) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary Pharmacology Study Guide: drug classification, indications, reactions, and examples, Pharmacodynamics, Pharmacokinetics, Medical Chemistry & more for medical, ... nursing, & dental students (Mobi Medical) Taber's Cyclopedic Medical Dictionary (Taber's Cyclopedic Medical Dictionary (Thumb Index Version)) Medical Apartheid: The Dark History of Medical Experimentation on Black Americans from Colonial Times to the Present Medical Terminology Online for Medical Terminology: A Short Course (Access Code and Textbook Package), 7e Spanish-English English-Spanish Pocket Medical Dictionary: Diccionario MÃ©dico de Bolsillo EspaÃ±ol-InglÃ©s InglÃ©s-EspaÃ±ol (Spanish to English/ English to Spanish Medical Dictionary) Medical Coding Online for Step-by-Step Medical Coding, 2017 Edition (Access Code, Textbook and Workbook Package), 1e Taber's Cyclopedic Medical Dictionary (Thumb-indexed Version) (Taber's Cyclopedic Medical Dictionary (Thumb Index Version))

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)