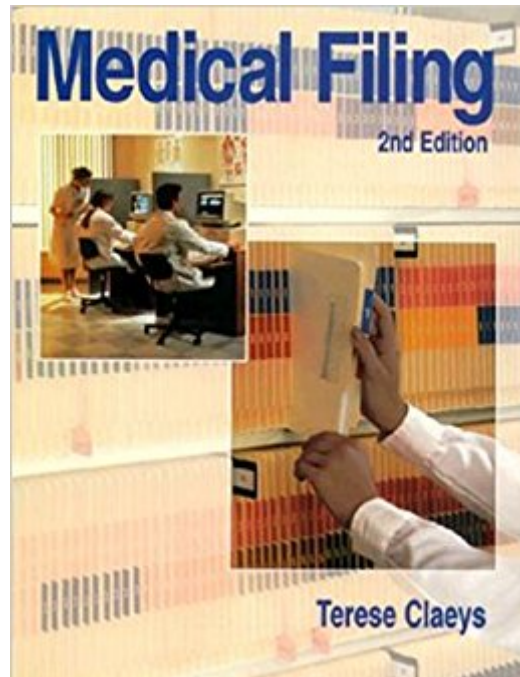




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# Medical Filing



## 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

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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.

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