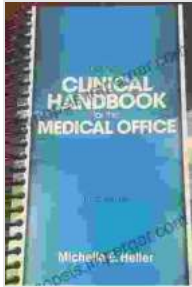


# Delmar Learning Clinical Handbook for the Medical Office: Your Comprehensive Guide to Success



## Delmar Learning's Clinical Handbook for the Medical Office, Spiral bound Version by Franco Monteleone

★★★★☆ 4.7 out of 5

Language : English

File size : 38314 KB

Screen Reader : Supported

Print length : 408 pages



The Delmar Learning Clinical Handbook for the Medical Office is the ultimate resource for medical office professionals. Covering everything from patient care to medical terminology, this handbook is packed with essential information that you need to know to succeed in your role.

## What's Inside the Delmar Learning Clinical Handbook for the Medical Office?

The Delmar Learning Clinical Handbook for the Medical Office is divided into 10 chapters, each of which covers a different aspect of medical office management. These chapters include:

- **Patient Care:** This chapter covers everything from patient registration to discharge planning, including patient communication, medical history taking, and physical examinations.

- **Medical Terminology:** This chapter provides a comprehensive overview of medical terminology, including the basics of anatomy and physiology, as well as common medical abbreviations and acronyms.
- **Medical Coding:** This chapter introduces the basics of medical coding, including the different types of codes, the coding process, and the importance of accuracy.
- **Medical Insurance:** This chapter provides an overview of medical insurance, including the different types of insurance plans, the billing process, and the importance of understanding patient benefits.
- **Medical Law and Ethics:** This chapter covers the legal and ethical issues that medical office professionals must be aware of, including patient confidentiality, informed consent, and end-of-life care.
- **Office Management:** This chapter provides an overview of office management, including the different types of office systems, the importance of efficiency, and the role of the medical office manager.
- **Human Resources:** This chapter covers the basics of human resources, including the hiring process, employee training, and performance evaluations.
- **Financial Management:** This chapter provides an overview of financial management, including the different types of financial statements, the budgeting process, and the importance of profitability.
- **Marketing and Public Relations:** This chapter covers the basics of marketing and public relations, including the different types of marketing strategies, the importance of customer service, and the role of social media.

- **Continuing Education:** This chapter provides an overview of continuing education, including the different types of continuing education opportunities, the importance of keeping up with the latest trends, and the role of professional organizations.

## **Benefits of Using the Delmar Learning Clinical Handbook for the Medical Office**

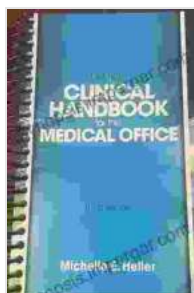
The Delmar Learning Clinical Handbook for the Medical Office is an essential resource for medical office professionals. It provides comprehensive coverage of all aspects of medical office management, from patient care to financial management. This handbook will help you to:

- Provide better patient care
- Increase your knowledge of medical terminology
- Improve your coding accuracy
- Understand medical insurance billing
- Stay up-to-date on legal and ethical issues
- Manage your office more efficiently
- Hire and train staff effectively
- Manage your finances wisely
- Market your practice effectively
- Pursue continuing education opportunities

**Free Download Your Copy of the Delmar Learning Clinical Handbook for the Medical Office Today**

The Delmar Learning Clinical Handbook for the Medical Office is a must-have resource for medical office professionals. Free Download your copy today and start improving your skills and knowledge.

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