



# Medical Office Procedures

*Nenna Bayes, Karonne Becklin, Bonnie Crist*

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**Medical Office Procedures** Nenna Bayes, Karonne Becklin, Bonnie Crist

New four-color interior. Thoroughly revised and updated, *Medical Office Procedures* is a text-workbook that introduces and describes the tasks of a medical assistant's career; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients' charts and bills. Practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Managerial skills have been added for this edition.

Two new authors, Nenna L. Bayes, B.A., M.Ed, and Bonnie J. Crist, B.S., CMA (AAMA), add valuable currency to the text's content and instruction. Bayes and Crist offer a wealth of instructional experience. They have used this product for many editions.

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