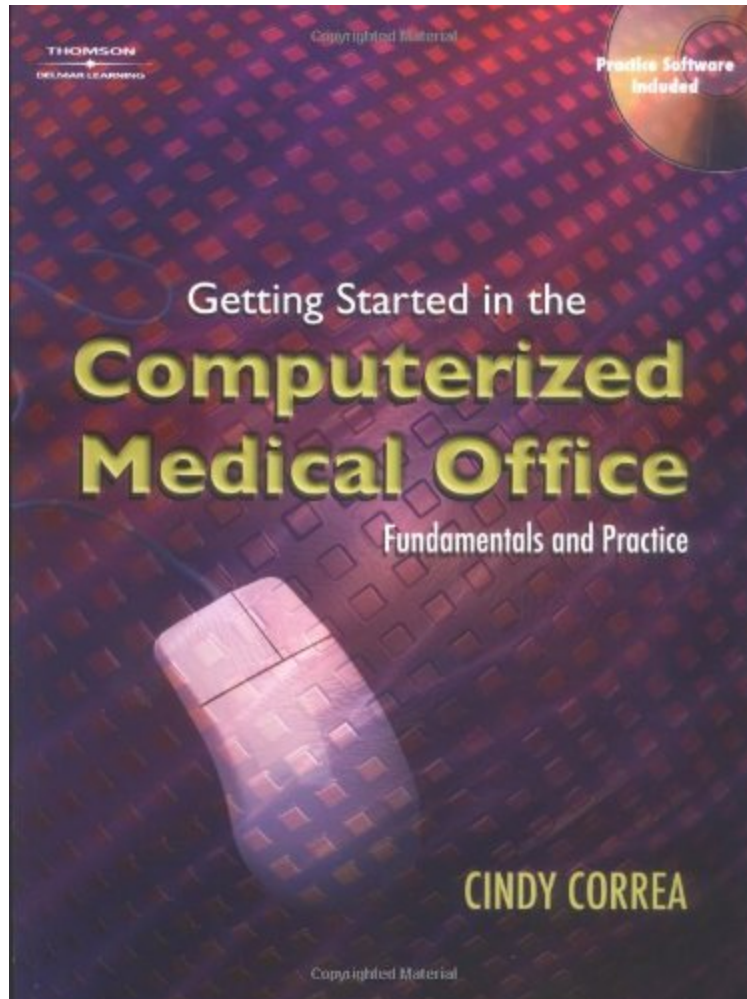


(Read download) Getting Started in the Computerized Medical Office: Fundamentals and Practice

# Getting Started in the Computerized Medical Office: Fundamentals and Practice

*Cindy Correa*

*ePub | \*DOC | audiobook | ebooks | Download PDF*



[Download](#)

[Read Online](#)

#2579290 in Books Cengage Learning 2005-01-25 Original language: English PDF # 1 1.03 x 9.18 x 10.681, 2.36 #File Name: 1401830382512 pages | File size: 26.Mb

**Cindy Correa : Getting Started in the Computerized Medical Office: Fundamentals and Practice** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Getting Started in the Computerized Medical Office: Fundamentals and Practice:

0 of 0 people found the following review helpful. Excellent/Love IT!!!!!!By DeeTextbook is excellent and just what I needed for my billing class as well as the medical receptionist class. I also love that it is spiraled and the software that comes with it. It takes you through your paces and with all of the additional practice on the cd, website, and workbook, you will be able to learn so much such as how to check in a patient, applying billing and coding, etc. Great textbook and I am keeping it as a reference tool for a long while.1 of 1 people found the following review helpful. Good sub for a ProfessorBy NajahI am not good with computer and was afraid of taking a computer class. However, this book and

CD made it easier to understand, especially when my professor was not. 0 of 0 people found the following review helpful. Very easy to understand  
By Glenda Morales  
An amazingly comprehensive book! Very easy to understand, I am grateful!

Getting Started in the Computerized Medical Office: Fundamentals and Practice appeals to those programs needing a more elementary software and approach for students who may not be as adept as others with technology. This reference provides basic hands-on computer skills in a modular unit so instructors can choose to omit it in their class or use it as a review. It allows total flexibility for teaching billing and office management separately and addressing the needs of students to learn medical software and basic computer skills.

About the Author  
Cindy Correa has spent the majority of her time teaching in technical schools and colleges that offer medical career programs. Most recently, she was the Allied Health Educational Coordinator and senior instructor at City University of New York at Queens College. Cindy was responsible for the initial creation and curricula development of at least seven certificate programs of the Allied Health Program and extended her expertise to satellite courses in outlying adult education programs. Her experience and understanding of the dynamics and challenges of teaching in technical schools, including computer lab courses, has helped create a book that facilitates instructors and students. Her experience working in the private practice and administrative hospital environments includes oncology, cardiovascular surgery, pulmonology, and thoracic surgery.