



Getting Started in the Computerized Medical Office: Fundamentals and Practice

By *Cindy Correa*

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Review

Preface. 1. Introduction to Computers. 2. Medical Practice-Management Software. 3. Basic Management Concepts for Medical Administrative Staff. 4. Fundamentals of Medical Insurance. 5. Patient Registration and Data Entry. 6. Procedure Posting Routines. 7. Insurance Billing Routines. 8. Posting Payments and Secondary Insurance Billing. 9. Patient Billing and Collections. 10. Posting Secondary Insurance Payment and Electronic Remittance Advice Payments. 11. Insurance Claim Follow-Up and Dispute Resolution. Source Document Appendix. Glossary. Index.

About the Author

Ms. Correa is the former Allied Health Educational Coordinator at City University of New York at Queens College. Responsible creating and developing curricula for several Queens College Allied Health certificate programs, including Medical Assistant, she now develops satellite courses for adult education programs. Her clinical experience extends to both private practice and administrative hospital work in oncology, cardiovascular surgery, pulmonology, and thoracic surgery. Ms. Correa also works on technical writing and software development projects, and serves on advisory boards for technical colleges in her home state of Colorado.

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