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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

Insurance Handbook for the Medical Office Marilyn Takahashi Fordney, 2002 INSURANCE HANDBOOK FOR THE MEDICAL OFFICE is a key text for medical administrative assisting medical front office programs or those who wish to become insurance billing specialists claims assistance professionals or electronic claims processors for physicians practices and hospital outpatient clinics Those already practicing in this area will also find this text beneficial as will health claims examiner programs The goal of this extremely up to date text is to increase efficiency and streamline administrative procedures for the most exasperating aspect of the doctor's office routine insurance billing This text offers guidance for all aspects of submitting tracing appealing and transmitting claims for today's full range of health plans Important coverage of diagnostic coding procedural coding office and insurance collection strategies Medicare Managed Care and more is presented Additionally a free CD ROM featuring the HCFA 1500 claim form is included with the book The CD ROM contains 10 scored patient case studies with related insurance information so that the student can practice completing the HCFA 1500 claim form in a fun interactive format

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