



Loose Leaf for Insurance in the Medical Office

Cynthia Newby, Nikita Carr

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The seventh edition of *Insurance in the Medical Office: From Patient to Payment* emphasizes the medical billing cycle?ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. Studying this cycle shows how administrative medical assistants must first collect accurate patient information and then be familiar with the rules and guidelines of each health plan in order to submit proper documentation and follow up on payments. This ensures that offices receive maximum, appropriate reimbursement for services provided. Without an effective administrative staff, a medical office would have no cash flow! *Insurance in the Medical Office* is specifically targeted to Medical Assisting students and addresses the role they play in contributing to the financial success of the medical office.

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