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users in applying theory learned from the textbook. Selfstudy exercises include fill-in-theblank, mix-andmatch, multiplechoice, and true/false questions. Key terms and abbreviations lists at beginning of each chapter help to teach and reinforce new concepts and Page 50/89

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Gain real-world practice in insurance billing and coding!

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abbreviations lists at the beginning of each chapter provide a quick reference to the health insurance terminology you need to know. Performance objectives make learning easy by highlighting what you need to accomplish in each chapter. Study Page 68/89

outlines focus review by listing key points for each chapter. Selfstudy exercises – including matching, true/false, multiplechoice, mix and match, and fill-in-theblank questions – help you practice important concepts. Critical Thinking Assignments in the form of short, real-Page 69/89

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and protocols of the profession. Key terms are defined and emphasized ^e throughout the text to reinforce understanding of new concepts and terminology. Separate chapter on HIPAA Compliance in Insurance Billing, as well as Compliance Alerts throughout the Page 76/89

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specialist in the business of the medical office. Increased focus on electronic tion filing/claims submission prepares readers for the industry-wide transition to electronic claims submission. Separate chapter on documentation in the Page 78/89

medical office covers the principles of medical documentation and the rationales for it. Service to Patient features in most chapters offer examples of good customer service. User resources on the Evolve companion website feature performance Page 79/89

checklists, selfassessment quizzes, the Student Software Challenge (with cases on different payer types and an interactive CMS-1500 (02-12) form to fill in). **NEW!** Expanded coverage of ICD-10 prepares users to code ICD-10 with the planned effective date of October 2015. Page 80/89

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