Administrative Medical Assisting a Workforce Readiness Approach

Helen Houser, Terri Wyman

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Students entering today's medical office as employees must be ready to work. Administrative Medical Assisting by Houser prepares students to be workforce ready—prepared to work, understand and project professional behavior, and perform both technical and soft skills. Students will understand the most up-to-date information, such as EHRs, Red Flag Rule, conversion from ICD-9-CM to ICD-10-CM, and be workforce ready. Using a one-column design with a larger typeface, Houser is more engaging and easier to read and comprehend. Houser also includes more procedures that provide more detail for completing day-to-day activities required in the medical office.

Together, the textbook and the Student Study Guide form a complete learning package. Administrative Medical Assisting: A Workforce Readiness Approach will prepare your students to enter the administrative medical assisting field with the knowledge and skills necessary to become a useful resource to patients and a valued asset to employers and to the administrative medical assisting profession.

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