



Medical Filing

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The new edition of this worktext addresses such relevant issues as security and confidentiality, and covers numeric filing, alphabetic filing, cross-referencing, color coding, records control and computer assisted filing. Objectives, key terms and examples give students an understanding of medical filing procedures. Organized into seven units, including many examples, illustrations, "check your understanding" exercises, "check your knowledge" questions, application projects and a final exam. Completion time: 10-15 hours.

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