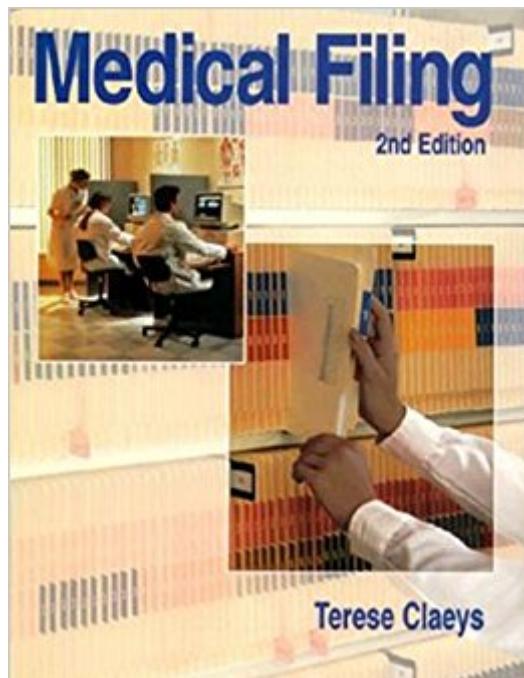**The book was found**

Medical Filing

Synopsis

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.

Book Information

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Customer Reviews

Preface. Unit 1-Medical Filing: An Overview. Purpose of Medical Filing. The Medical Records Life Cycle. Confidentiality. Methods of Storing Medical Records. Cross-Referencing. Master Patient Index. Filing Equipment. Filing Supplies. Alternate Storage Methods. Unit 2-Alphabetic Filing. Alphabetic Filing Rules. Indexing. Indexing Rules. Phonetic Filing. Apply Your Knowledge of Alphabetic Filing. Unit 3- Numeric Filing. Filing Medical Records by Number. Numbering Systems. Filing Systems. Apply Your Knowledge of Numeric Filing. Unit 4-Cross-Referencing. Alphabetic Cross-Referencing. Numeric Cross-Referencing. Unit 5-Color Coding. Alphabetic Color Coding. Numeric Color Coding. Apply Your Knowledge of Color Coding. Unit 6-Records Control. Charge-Out Procedures. Automated Tracking System. Retention and Destruction of Medical Records. Transfer Procedures. Active Versus Inactive Medical Records. Unit 7 -Computer-Assisted Filing.

Administrative Applications. Financial Applications. Clinical Applications. Hospital Versus Physician's Office Computer Applications. Security and Confidentiality. Check Your Understanding Answers. Cards. Index. Terminology.

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.

Precise and to the point, this book is a valuable reference.

I needed this for college. I like it.

A lot of pages are missing, they were torn out, and I need it for my study and home work.

another great purchase from .com, will definitely continue using this site for all my future purchases on textbooks. Very Happy with .com

Good book! How ever I caution you buying it used. You need the cards in the book for tests.

Never rec my book and i order it on July 14 th .. Mad on this one will never order from terrance tolbert again . never received my refund

This book was really wonderful! Not at all like the usual records management books we had already been through; it was simple and easy to use!

This book was simple and easy to understand the steps on filing. Filing cards were very helpful.

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