



# Mosby's Front Office Skills for the Medical Assistant

*De A. Eggers MBA, Anne M. Conway CMA*

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**Mosby's Front Office Skills for the Medical Assistant** De A. Eggers MBA, Anne M. Conway CMA

From background about the medical profession to details about the role of the administrative medical assistant, this resource covers everything students need to know about the front office. Chapters cover essential information and tasks, as well as special topics such as: insurance; managed care issues in today's ever-changing healthcare environment; computer and computerized billing systems; and more. A final chapter on externship and employment provides the student with useful tools to take beyond the classroom.

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