

Young: Kinn's The Administrative Medical Assistant, 7<sup>th</sup> Edition

Chapter 22: Professional Fees, Billing, and Collecting

TEACH Study Guide Answer Key

**Vocabulary Review**

1. Jessie has an account balance of \$464, which represents the total amount she owes after her insurance paid a portion of her bill.
2. Mrs. Rasmussen has a credit on her account for an overpayment, so the office manager sent her a check for that amount.
3. Robert's mother is the guarantor of his bill, because she promised to pay the full amount for her son.
4. Julia had to investigate collections proceedings on several accounts last month because the patients had not made payments as promised.
5. One of the tasks Pamela enjoys is getting payments that arrive in the mail to patients' accounts.
6. Debit cards are used more and more often for payments in the physician's office.
7. An organization under contract to the government to handle insurance claims from providers is called a **Fiscal agent**.
8. Mrs. Richardson called the office to get the balance on her account.
9. The office staff has been debating whether they should continue to offer professional courtesy to other healthcare providers and their staff members.
10. A business transaction, which is any exchange or transfer of goods, services, or funds, must always be recorded.
11. Anna made several disbursements for various bills that were due last week.
12. Dr. Taylor's fee profile is a compilation of the fees he has charged over the past fiscal year.
13. The Poole family was considered medically indigent, because they could not afford medical care even though they were able to pay basic living expenses.
14. Debt collection overhauls a credit with a debit, which is a deduction from a revenue, net worth, or liability account.
15. Jessica totaled the receipts for the day, which came from patient and insurance payments.
16. State Farm is considered a third-party payer, because Bethany's injuries were sustained in a car accident and State Farm will pay her medical bills.
17. Dr. Martin reviewed his fee schedule, which is a compilation of pre-established fee allowances for given services or procedures.
18. The balances due to a creditor on an account are called **payables**.
19. The Blackburn Clinic uses a computer to determine patient account balances, but June remembers when they used a manual pegboard system.
20. When Madelyn received the denial from Mr. Paul's insurance company, she wondered if he had paid his premium.

## Answer Key Chapter8 Kinns The Medical Assistant

**Mary E. Kinn,Anne L. Lilly**

## Answer Key Chapter8 Kinns The Medical Assistant:

**Kinn's The Medical Assistant - E-Book** Brigitte Niedzwiecki,Julie Pepper,P. Ann Weaver,2019-09-24 More than any other product on the market the most successful Medical Assistants begin their careers with Kinn Trusted for more than 60 years Kinn's The Medical Assistant An Applied Learning Approach 14th Edition teaches you real world administrative and clinical skills essential for a career in the modern medical office always with a focus on application through unfolding case scenarios critical thinking questions and interactive exercises The reorganized 14th edition includes expanded content on medical office accounts collections banking and practice management as well as a new chapter reviewing medical terminology anatomy and physiology and pathology With an easy to read format and a full continuum of separately sold adaptive learning solutions real world simulations EHR documentation experience and HESI remediation and assessment you'll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession Comprehensive coverage of all administrative and clinical procedures prepares you for a wide array of Medical Assisting jobs Nearly 185 step by step illustrated procedures with rationales break down how to perform critical skills for practice Applied approach to learning helps you use what you've learned in a real world setting including case scenarios and critical thinking exercises Thorough EHR coverage with access to hands on activities incorporates use of SimChart for the Medical Office software designed to ensure that you are practice ready sold separately Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions Summary of Learning Objectives serves as a checkpoint and study tool Patient education and legal and ethical features help relate content to practical use NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid foundation NEW Reorganized and expanded content on medical office accounts includes collections banking and practice management NEW Artwork focused on the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records NEW Expanded and updated sample certification exams help you practice and prepare for certification NEW Streamlined presentation refines organization and writing for easy comprehension NEW Coverage of patient centered care featured throughout textbook [Kinn's The Medical Assistant](#) Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,Marti Garrels,Helen Mills,2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom Basics of Diagnostic Coding prepares you to use the ICD 10 coding system Learning objectives listed in the same

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make decisions and address critical issues to help students develop sound critical thinking and decision making skills Many new chapter features including an all new interior design tighter focus new color palette and fresh icons enliven this edition and make information easy to follow Increased emphasis on medical terminology features a vocabulary spelling and terminology review in the Student Study Guide and bolded words within the chapter to reinforce medical terminology in context Figures have been revised replaced and augmented to accurately reflect the current medical office environment and provide clearer graphics more images of equipment more disease examples and better illustration of key procedural steps Major websites related to the field are provided to help MA students to find more information online and stay current with business news and medical industry developments Transdisciplinary themes are introduced in an applied context legal ethical communication professionalism patient education and office management woven throughout the chapters in scenarios and in critical thinking applications Two new coding chapters Chapters 15 16 separate coding information into two distinct chapters for increased focus on this essential administrative skill presenting sufficient background to get started in this area Revised organization more closely aligns the book s progression with the AAMA and RMA curricula grouping topics together more logically Contextual exercises and applications are incorporated throughout the chapters Content has been reworked and updated to provide more real world emphasis

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