



Workbook for French/Fordney's Administrative Medical Assisting, 7th

Linda L. French, Marilyn T. Fordney

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This Workbook is part of a complete learning package designed for medical assisting and medical office administration students and professionals. Emphasizing the customer service aspect of the medical office, this workbook includes hundreds of practical, hands-on activities, including numerous critical thinking exercises, forms, and more than 100 administrative Job Skill competencies. Assignments are divided into: review questions, which cover all major topics; critical thinking exercises, which stimulate reasoning capabilities; Job Skills, which offer step-by-step direction for all major tasks; and Computer Competency exercises using Medical Office Simulation Software (MOSS 2.0).

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