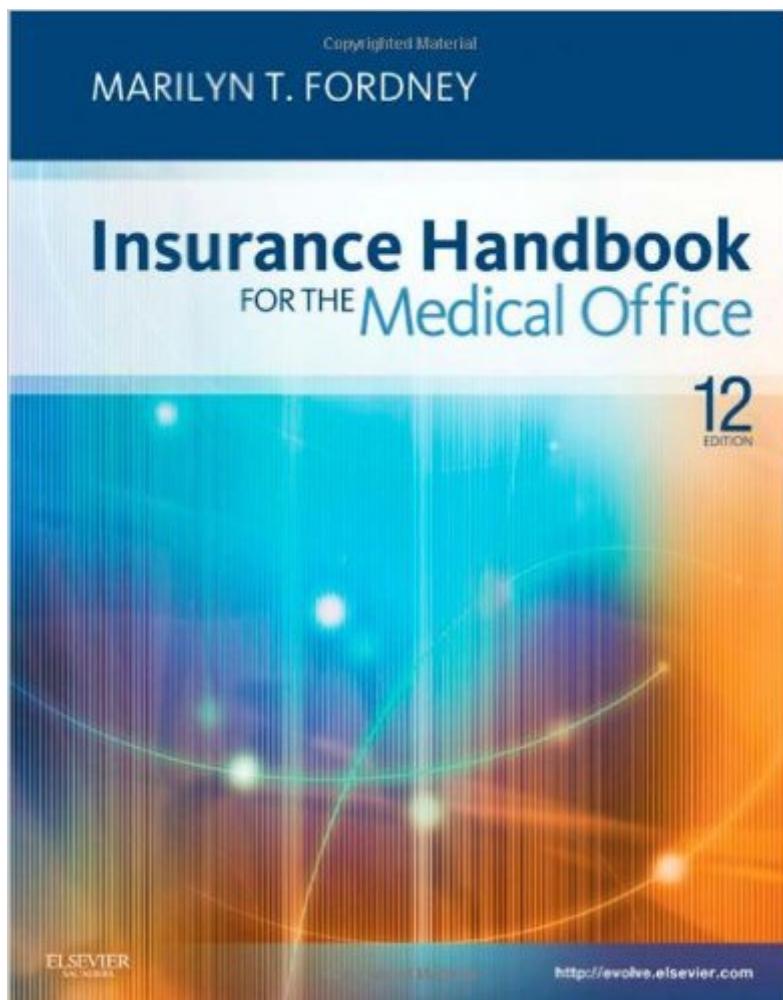


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# Insurance Handbook For The Medical Office, 12e



## Synopsis

A complete guide to the latest in insurance billing and coding, Insurance Handbook for the Medical Office, 12th Edition covers all the plans that are most commonly encountered in clinics and physicians' offices. An emphasis on the role of the medical insurance specialist prepares you for success in the workplace, including areas such as diagnostic coding, procedural coding, Medicare, HIPAA, and bill collection strategies. Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers, lists of key abbreviations, and numerous practice exercises. Written by insurance billing expert Marilyn Fordney, this comprehensive, market-leading resource has been trusted for more than 30 years. Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims, solving problems, and collecting overdue payments. Block-by-block explanations and examples demonstrate the correct way to complete the CMS-1500 claim form. Compliance Alerts and a HIPAA Compliance and Privacy in Insurance Billing chapter highlight important HIPAA compliance issues and ensure that you are aware of, and compliant with, governmental privacy regulations. A guide to receiving payments and to insurance collection is provided in separate chapters. A Medical Documentation chapter covers the principles of documentation and shows how proper documentation can prevent penalties and refund requests, and help you prove compliance in the case of an audit or review. Guidelines for the filing and submission of electronic claims prepare you for the industry-wide transition to an electronic environment. Unique! Color-coded icons clarify information, rules, and regulations for different payers. Form icons and Computer icons ease the transition from paper to electronic filing. Service to Patient features offer examples of quality customer service. Seeking a Job chapter gives tips and techniques on securing that first job. Key points summarize important chapter content. Key terms are bolded at first mention, defined, and emphasized throughout. A companion Evolve website enhances learning with performance checklists, self-assessment quizzes, and the Student Software Challenge featuring cases for different payer types and an interactive CMS-1500 form to fill in. A workbook contains learning tips, review questions, practice exercises for key terms and abbreviations, study outlines, performance objectives, a chapter with practice tests, and critical thinking activities for hands-on experience with real-world cases. Available separately. Updated coverage of medical coding, documentation, the EHR, Medicare, HIPAA, and workers' compensation ensures that you are current with all new guidelines and regulations.

## Book Information

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## **Customer Reviews**

This text was just right for the course, and being able to rent it was a bargain - They even sent me a notice when it was coming due with a return label to ship it. I recommend this for anyone going back to school to help with their careers.

I originally got this textbook for a coding and billing course that I took several years ago. The basic information about how to run a medical outpatient office, and the details of federal guidelines about privacy, etc. was very good. Unfortunately, the information was way out of date, even though the date of the textbook was current at the time, and didn't even mention the upcoming electronic health records requirement scheduled for 2013. This is critical information and was known at the time of the book. It did give good links that, with effort, one could find that information.

If you're fairly new to the medical billing industry this is a good book. It explains the basics of billing claims and gives you a good understanding of how the industry works.

it is a good help and the book was just how described. it met the requirements that i needed for my class

I am just a beginner in the medical billing and coding world, reading this book makes me feel

comfortable. I feel like the author is in front of me discussing each chapter. I even bought her medical insurance dictionary, Insurance Handbook, and Virtual Medical Office. The contents of the book is easy to understand, it basically helps you to absorb the real world of health insurance industry. Worth to keep in my little library at home and a very good reference all the time... :-)

To encourage the seller doing better in the future. Would like to express my great impressive of this product. And I would highly recommend this product to who needs it.

This book was very helpful in a course I am taking. The copy I received contained highlighted passages by the previous owner. They were helpful, the book was in excellent shape and was just what I needed for this course.

I chose this rating because the edition sent to me was not the one I wanted and there was a note in this book sent to me saying that the used book got sent to some one else and I could get the free service of \$20.00. But by then it was too late to get in to all that.... Thanks anyway!

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