

NHA CCMA Administrative Assisting Review Questions and Answers.

Health Insurance Portability and Accountability Act (HIPAA) -

\protects a patient's personal and medical information including use and disclosure of personal health information (PHI)

personal health information (PHI) -

\Any individually identifiable health information such as name, DOB, phone number, address, etc. that is transmitted or maintained by electronic media such as a computer

usual fee -

\normal fees charged by a provider

reasonable fee -

\fee for service or procedures that require extra time and effort for the provider due to the level of complexity of the procedure

customary fee -

\a range of fees charged by the providers who have similar training and experience and practice in the same geographic area

capitation -

\a fixed amount of money paid to a provider by a third-party payer per individual enrollee for an established period

source-oriented -

\medical record documentation template that is organized by the entity that supplied the data

Stream scheduling -

\also called time-specified scheduling, is scheduling patients at a specific time with enough time reserved the visit. The amount of time for each appointment varies depending on the patient's condition/reason

cluster scheduling -

\scheduling involving grouping patients who have similar conditions into specific conditions into specific time slots or days

Wave scheduling -

\Scheduling three people in the first 30 min of the hour and are taken to be seen as they arrive. All patient scheduled for that hour are seen with that hour

Modified wave scheduling -

Administrative Medical Assisting Review Answers

**Wilburta Q. Lindh, Marilyn S.
Pooler, Carol D. Tamparo**



Administrative Medical Assisting Review Answers:

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workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance toward mastery of key skills and job readiness Work products allow you to provide documentation to instructors or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allow you to test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid foundation for practice NEW Expanded content on medical office accounts collections banking and practice management covers the most dynamic topics in the modern medical office NEW Certification Preparation questions help you focus on passing the certification exam from Day 1 NEW Expanded and updated sample certification exams help you practice and prepare for certification NEW Streamlined presentation of the material combines chapters in an easier to read format

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