Young: Kinn's The Administrative Medical Assistant, 7th Edition

Chapter 22: Professional Fees, Billing, and Collecting

TEACH Study Guide Answer Key

Vocabulary Review

1. Jesse has an **account balance** of $464, which represents the total amount she owes after her insurance paid a portion of her bill.
2. Mrs. Ramone 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 **instigate** collections proceedings on several accounts last month because the patients had not made payments as promised.
5. One of the tasks Pamela enjoys is **posting** 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. Richland 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 Penn family was considered **medically indigent,** because they could not afford medical care even though they were able to pay basic living expenses.
14. Deb sometimes confuses 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 Jane 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.**

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Answer Key Chapter29 Kinns The Medical Assistant

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Table of Contents Answer Key Chapter29 Kinns The Medical Assistant

1. Understanding the eBook Answer Key Chapter29 Kinns The Medical Assistant
    - The Rise of Digital Reading Answer Key Chapter29 Kinns The Medical Assistant
    - Advantages of eBooks Over Traditional Books
2. Identifying Answer Key Chapter29 Kinns The Medical Assistant
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Answer Key Chapter29 Kinns The Medical Assistant
    - User-Friendly Interface
4. Exploring eBook Recommendations from Answer Key Chapter29 Kinns The Medical Assistant
    - Personalized Recommendations
    - Answer Key Chapter29 Kinns The Medical Assistant User Reviews and Ratings

- Answer Key Chapter29 Kinns The Medical Assistant and Bestseller Lists
5. Accessing Answer Key Chapter29 Kinns The Medical Assistant Free and Paid eBooks
   - Answer Key Chapter29 Kinns The Medical Assistant Public Domain eBooks
   - Answer Key Chapter29 Kinns The Medical Assistant eBook Subscription Services
   - Answer Key Chapter29 Kinns The Medical Assistant Budget-Friendly Options
6. Navigating Answer Key Chapter29 Kinns The Medical Assistant eBook Formats
   - ePub, PDF, MOBI, and More
   - Answer Key Chapter29 Kinns The Medical Assistant Compatibility with Devices
   - Answer Key Chapter29 Kinns The Medical Assistant Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Answer Key Chapter29 Kinns The Medical Assistant
   - Highlighting and Note-Taking Answer Key Chapter29 Kinns The Medical Assistant
   - Interactive Elements Answer Key Chapter29 Kinns The Medical Assistant
8. Staying Engaged with Answer Key Chapter29 Kinns The Medical Assistant
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Answer Key Chapter29 Kinns The Medical Assistant
9. Balancing eBooks and Physical Books Answer Key Chapter29 Kinns The Medical Assistant
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Answer Key Chapter29 Kinns The Medical Assistant
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Answer Key Chapter29 Kinns The Medical Assistant
    - Setting Reading Goals Answer Key Chapter29 Kinns The Medical Assistant
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Answer Key Chapter29 Kinns The Medical Assistant
    - Fact-Checking eBook Content of Answer Key Chapter29 Kinns The Medical Assistant
    - Distinguishing Credible Sources

13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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