

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

Chapter 12: 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. Ramona 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 **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. Richard 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. 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 Anthony'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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Brigitte Niedzwiecki, Julie Pepper



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1. Understanding the eBook Answer Key Kinns Medical Assistant Chap 24
 - The Rise of Digital Reading Answer Key Kinns Medical Assistant Chap 24
 - Advantages of eBooks Over Traditional Books
2. Identifying Answer Key Kinns Medical Assistant Chap 24
 - 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 Kinns Medical Assistant Chap 24
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answer Key Kinns Medical Assistant Chap 24
 - Personalized Recommendations
 - Answer Key Kinns Medical Assistant Chap 24 User Reviews and Ratings
 - Answer Key Kinns Medical Assistant Chap 24 and Bestseller Lists
5. Accessing Answer Key Kinns Medical Assistant Chap 24 Free and Paid eBooks

- Answer Key Kinns Medical Assistant Chap 24 Public Domain eBooks
- Answer Key Kinns Medical Assistant Chap 24 eBook Subscription Services
- Answer Key Kinns Medical Assistant Chap 24 Budget-Friendly Options
- 6. Navigating Answer Key Kinns Medical Assistant Chap 24 eBook Formats
 - ePub, PDF, MOBI, and More
 - Answer Key Kinns Medical Assistant Chap 24 Compatibility with Devices
 - Answer Key Kinns Medical Assistant Chap 24 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Answer Key Kinns Medical Assistant Chap 24
 - Highlighting and Note-Taking Answer Key Kinns Medical Assistant Chap 24
 - Interactive Elements Answer Key Kinns Medical Assistant Chap 24
- 8. Staying Engaged with Answer Key Kinns Medical Assistant Chap 24
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Answer Key Kinns Medical Assistant Chap 24
- 9. Balancing eBooks and Physical Books Answer Key Kinns Medical Assistant Chap 24
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Answer Key Kinns Medical Assistant Chap 24
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Answer Key Kinns Medical Assistant Chap 24
 - Setting Reading Goals Answer Key Kinns Medical Assistant Chap 24
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Answer Key Kinns Medical Assistant Chap 24
 - Fact-Checking eBook Content of Answer Key Kinns Medical Assistant Chap 24
 - 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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