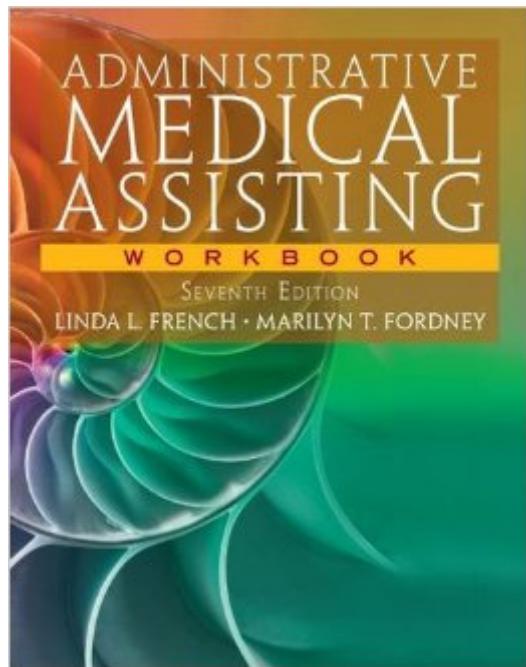


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# Workbook For French/Fordney's Administrative Medical Assisting, 7th



## **Synopsis**

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).

## **Book Information**

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## **Customer Reviews**

This is a good book from a Medical Assisting standpoint. But, whatever you do, do NOT install the MOSS CD that's included with the book if you have MS Office 2010 (specifically Access 2010) installed on your computer. This will cause a MAJOR conflict and you will no longer be able to get to your personal Access 2010 files. Delmar/Cengage is aware of the problem, but has no solution as of the writing of this review. My class required the MOSS software and now my personal databases are messed up. The book is good and the premium website is great! Just be aware of the conflict between the MOSS CD and an install of MS Office 2010! Also, some of the Job Skills in this book are VERY confusing and the forms are so small you can't write in them.

The book was in excellent condition and had appropriate cd or access card.i had order the set. I am very happy!

This book is exactly what I needed for my program. So far everything has been in order in the book, no typos or misprints. It is a good way to learn the administrative side of medical assisting.

This item was listed as good condition but many of the workbook assignment pages and blank forms were missing. I was continually having to boroow someone else's book and pay to for copies.

Very pleased with product. Received item in less time than stated. No markings or missing pages. Haven't installed cd yet and hope it works.

After a problem with the delivery for a rented one, I purchased this instead. Arrived on time and is as described

arrived promptly in excellent condition. exceeded expectations!! Thank you.

I like it and is exactly what i need it for my class thank you.

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