



ePractice Kit for Medical Front Office Skills with MedTrak Systems, 1e

Carol J. Buck MS CPC CCS-P

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From bestselling author Carol J. Buck, **ePractice Kit for Medical Front Office Skills** prepares you for your first Medical Assisting job by providing experience performing key tasks and using a real-world medical office program. Utilizing web-based MedTrak Systems, you will practice and gain proficiency with practice management and electronic health records software systems. By interacting with MedTrak software, you will learn to perform administrative duties such as scheduling, insurance billing, and setting up patient records. It's the realistic experience you need to prepare for a successful medical office career!

- **41 daily tasks** guide students through a two-week internship/externship of medical front office skills, simulating a real-world experience of working in a medical office.
- **MedTrak Systems' web-based practice management with EHR software** enables students to complete common daily tasks and gain experience with an integrated electronic medical office program.
- **A companion Evolve website** includes actual examples of forms and documents to use in completing selected daily tasks.



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