

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 Peete 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 June 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**.

Administrative Medical Assistant Seventh Edition

Answer Key

James E. Allen



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Whispering the Secrets of Language: An Psychological Quest through **Administrative Medical Assistant Seventh Edition Answer Key**

In a digitally-driven earth where displays reign supreme and quick interaction drowns out the subtleties of language, the profound strategies and mental nuances concealed within phrases usually move unheard. However, located within the pages of **Administrative Medical Assistant Seventh Edition Answer Key** a interesting literary prize blinking with raw thoughts, lies an exceptional quest waiting to be undertaken. Composed by a talented wordsmith, this charming opus encourages viewers on an introspective journey, delicately unraveling the veiled truths and profound affect resonating within the very material of each word. Within the psychological depths of the poignant review, we will embark upon a honest exploration of the book is primary subjects, dissect its fascinating publishing fashion, and succumb to the powerful resonance it evokes serious within the recesses of readers hearts.

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