

Administrative Assisting

1. A table used for scheduling
 2. scheduling 3 patients at the same time and seen the order they arrive
 3. This is often used to fit in a patient who has an acute illness
 4. Examining and separating into groups
 5. When data is translated into code that requires the use of a password to unlock
 6. allows Providers to digitally order lab or radiology testing, treatments, prescriptions
 7. Provided to the patient by the Insurance Co. as a statement detailing what services were paid, denied etc
 8. Specific amounts of money a patient must pay out of pocket before insurance kicks in
 9. Specified sum of money based on on the patient's insurance policy benefits due at time of service
 10. Explanation of benefits sent to the Provider from insurance company
 11. What a Medicare patient signs when the Provider thinks that Medicare might not pay for a specific service
 12. The amount owed to the Provider for services rendered
 13. Debts incurred
- A. double-booking
 - B. wave scheduling
 - C. explanation of benefits
 - D. accounts receivable
 - E. Encryption
 - F. Advance Beneficiary notice
 - G. Deductables
 - H. CPOE
 - I. Remittance Advice
 - J. screening
 - K. copay
 - L. matrix
 - M. accounts payable