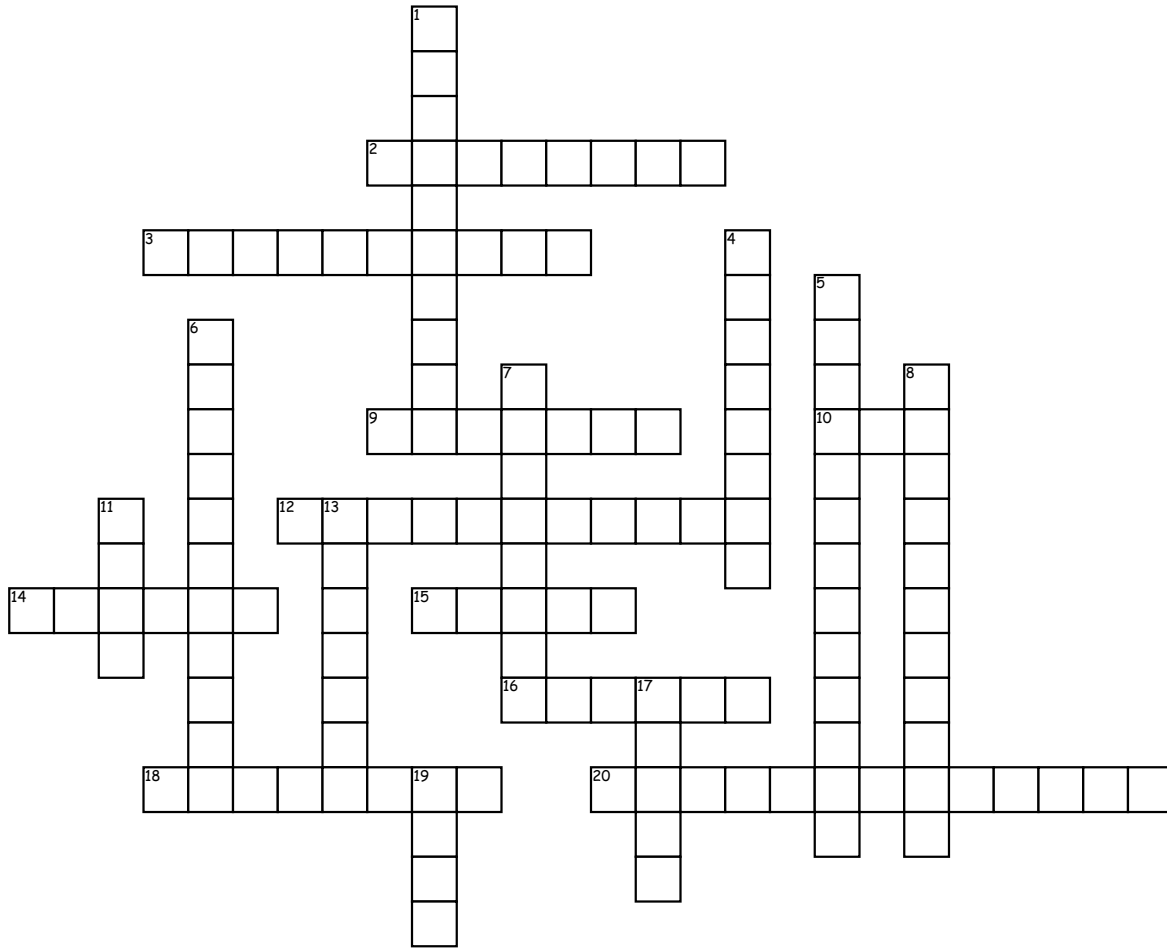


Medical Assisting



Across

2. A marker made out of stiff material
3. The S in SOAP stands for what?
9. An important duty of a medical assistant is to maintain a patients what?
10. Legibility of records is an advantage of what?
12. speaking clearly and distinctly
14. Files must be stored in a what room
15. How often should a tickler file be checked

16. Appropriate way to delete information on a medical record is to draw a what line?
18. the largest federal program providing healthcare for citizens 65 and older
20. scheduling two or more patients at the same time is what

Down

1. A fixed dollar amount that must be paid by the insured
4. Another term for naming a file
5. What type of scheduling is also called stream scheduling
6. Medical practices use this to keep track of reminders
7. the document that is the backbone of the medical practice is the what and procedures manual
8. Where is the best place to evaluate a patient?
11. What is a required deduction
13. the filing system to keep a patient's name confidential
17. Total amount earned before deductions
19. An example of a patients sign is what?