

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**.

Kinns Chapter 22 Answer Key

Alexandra Patricia Young-Adams



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the trimyristin we performed a solid liquid extraction using the organic solvent methylene chloride CH_2Cl_2

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web in this lab trimyristin is extracted from ground nutmeg occurring in many vegetable oils as well as myristic acid trimyristin consists of long saturated hydrocarbon chains and it is relatively nonpolar thus using a relatively nonpolar solvent trimyristin can be easily extracted by the concept of like dissolves like

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functional groups chemical structures signatures