

## Medical Office Procedures, 9e

Nenna L. Bayes

©2019

ISBN: 1259630765

### Detailed List of New Features

Each chapter has

- all chapter projects, Soft Skills Success exercises, and end-of-chapter materials now available in Connect.
- CAAHEP and ABHES competencies aligned with that chapter.
- updated photos.
- updated key terms.
- updated document samples.
- HIPAA Tips.
- Soft Skills Success discussions.
- updated chapter projects.
- end-of-chapter tabular summary correlated with the learning outcomes.
- end-of-chapter matching and multiple-choice review questions.
- updated Thinking It Through questions.
- updated Medisoft® screenshots using Medisoft® Advanced Version 20.

For a detailed and complete chapter-by-chapter transition guide between the eighth and ninth editions of MOP, see the “Transition Guide” located in the Instructor Resources on Connect.

Find Your Rep at [mhhe.com/rep](http://mhhe.com/rep)