2 YEAR OCCUPATIONAL THERAPY PROGRAMS

2 YEAR OCCUPATIONAL THERAPY PROGRAMS OFFER A STREAMLINED PATHWAY FOR INDIVIDUALS SEEKING TO ENTER THE OCCUPATIONAL THERAPY FIELD EFFICIENTLY. THESE PROGRAMS ARE DESIGNED TO PROVIDE COMPREHENSIVE EDUCATION AND PRACTICAL EXPERIENCE WITHIN A CONDENSED TIME FRAME, TYPICALLY CATERING TO THOSE WHO ALREADY HOLD A BACHELOR'S DEGREE OR RELEVANT PREREQUISITES. WITH THE GROWING DEMAND FOR OCCUPATIONAL THERAPISTS, ACCELERATED PROGRAMS HAVE BECOME INCREASINGLY POPULAR FOR THEIR ABILITY TO PREPARE STUDENTS FOR CERTIFICATION AND LICENSURE EXAMS SWIFTLY. THIS ARTICLE EXPLORES VARIOUS ASPECTS OF 2 YEAR OCCUPATIONAL THERAPY PROGRAMS, INCLUDING PROGRAM STRUCTURES, ADMISSION REQUIREMENTS, CURRICULUM DETAILS, CAREER PROSPECTS, AND ACCREDITATION STANDARDS. BY UNDERSTANDING THESE KEY COMPONENTS, PROSPECTIVE STUDENTS CAN MAKE INFORMED DECISIONS ABOUT THEIR EDUCATION AND PROFESSIONAL FUTURE. THE FOLLOWING SECTIONS WILL GUIDE YOU THROUGH EVERYTHING YOU NEED TO KNOW ABOUT PURSUING OCCUPATIONAL THERAPY THROUGH A TWO-YEAR PROGRAM FORMAT.

- Overview of 2 Year Occupational Therapy Programs
- Admission Requirements for Accelerated Occupational Therapy Programs
- CURRICULUM AND COURSEWORK IN 2 YEAR OCCUPATIONAL THERAPY PROGRAMS
- CLINICAL EXPERIENCE AND FIELDWORK COMPONENTS
- Accreditation and Licensing Considerations
- CAREER OPPORTUNITIES AND JOB OUTLOOK

OVERVIEW OF 2 YEAR OCCUPATIONAL THERAPY PROGRAMS

2 YEAR OCCUPATIONAL THERAPY PROGRAMS ARE TYPICALLY POST-BACCALAUREATE OR GRADUATE-LEVEL PROGRAMS AIMED AT PREPARING STUDENTS FOR A CAREER AS OCCUPATIONAL THERAPISTS WITHIN A SHORTER TIME FRAME COMPARED TO TRADITIONAL PROGRAMS. THESE ACCELERATED PROGRAMS OFTEN CULMINATE IN A MASTER'S DEGREE IN OCCUPATIONAL THERAPY (MOT) OR A DOCTORATE IN OCCUPATIONAL THERAPY (OTD), DEPENDING ON THE INSTITUTION. THE FOCUS IS ON DELIVERING CORE OCCUPATIONAL THERAPY KNOWLEDGE ALONGSIDE HANDS-ON CLINICAL PRACTICE TO ENSURE STUDENTS MEET PROFESSIONAL COMPETENCY STANDARDS.

Many programs are designed for students who have already completed prerequisite coursework in subjects such as anatomy, physiology, psychology, and statistics. This prior academic foundation allows the curriculum to concentrate on specialized occupational therapy topics and practical skills. The benefit of 2 year occupational therapy programs lies in their efficiency, making them appealing for career changers and those seeking to enter the workforce quickly.

ADMISSION REQUIREMENTS FOR ACCELERATED OCCUPATIONAL THERAPY PROGRAMS

ADMISSION INTO 2 YEAR OCCUPATIONAL THERAPY PROGRAMS IS COMPETITIVE AND REQUIRES APPLICANTS TO MEET SPECIFIC ACADEMIC AND EXPERIENTIAL PREREQUISITES. CANDIDATES GENERALLY NEED TO HAVE COMPLETED A BACHELOR'S DEGREE FROM AN ACCREDITED INSTITUTION, OFTEN WITH A MINIMUM GPA REQUIREMENT. ADDITIONALLY, PREREQUISITE COURSES IN SCIENCE, HUMAN DEVELOPMENT, AND SOCIAL SCIENCES ARE MANDATORY TO DEMONSTRATE FOUNDATIONAL KNOWLEDGE RELEVANT TO OCCUPATIONAL THERAPY.

OTHER COMMON ADMISSION CRITERIA INCLUDE:

• LETTERS OF RECOMMENDATION FROM ACADEMIC OR PROFESSIONAL REFERENCES

- Personal statements or essays outlining career goals and motivations
- RELEVANT VOLUNTEER OR WORK EXPERIENCE IN HEALTHCARE OR REHABILITATION SETTINGS
- STANDARDIZED TEST SCORES (E.G., GRE), DEPENDING ON THE PROGRAM
- INTERVIEW PROCESSES TO ASSESS INTERPERSONAL SKILLS AND SUITABILITY FOR THE PROFESSION

MEETING THESE REQUIREMENTS IS ESSENTIAL TO GAIN ACCEPTANCE INTO COMPETITIVE ACCELERATED PROGRAMS THAT MAINTAIN RIGOROUS ACADEMIC AND CLINICAL STANDARDS.

CURRICULUM AND COURSEWORK IN 2 YEAR OCCUPATIONAL THERAPY PROGRAMS

The curriculum of 2 year occupational therapy programs is structured to balance theoretical knowledge with practical application. Students engage in intensive coursework that covers a broad range of subjects critical to occupational therapy practice. Key topics typically include:

- HUMAN ANATOMY AND PHYSIOLOGY
- NEUROSCIENCE AND MOTOR CONTROL
- PSYCHOSOCIAL ASPECTS OF HEALTH
- OCCUPATIONAL THERAPY ASSESSMENT AND INTERVENTION TECHNIQUES
- RESEARCH METHODS AND EVIDENCE-BASED PRACTICE
- ETHICS AND PROFESSIONAL STANDARDS

Many programs incorporate case studies, group projects, and simulation labs to enhance learning outcomes. The condensed format requires students to manage a rigorous schedule, often with back-to-back semesters or summer sessions to complete all required credits within two years.

CLINICAL EXPERIENCE AND FIELDWORK COMPONENTS

Hands-on clinical experience is a vital component of 2 year occupational therapy programs, ensuring students develop practical skills and professional competencies. Fieldwork placements are integrated into the curriculum, providing supervised training in diverse healthcare environments such as hospitals, rehabilitation centers, schools, and community clinics.

THESE CLINICAL ROTATIONS TYPICALLY OCCUR IN TWO LEVELS:

- 1. LEVEL | FIELDWORK: INTRODUCTORY EXPERIENCES FOCUSED ON OBSERVATION AND BASIC SKILL DEVELOPMENT.
- 2. **LEVEL II FIELDWORK:** MORE INTENSIVE, HANDS-ON PRACTICE WHERE STUDENTS ASSUME GREATER RESPONSIBILITY UNDER SUPERVISION.

FIELDWORK HELPS STUDENTS APPLY THEORETICAL KNOWLEDGE TO REAL-WORLD SITUATIONS, REFINE CLINICAL REASONING, AND GAIN EXPOSURE TO VARIOUS PATIENT POPULATIONS. SUCCESSFUL COMPLETION OF FIELDWORK IS MANDATORY FOR PROGRAM GRADUATION AND PROFESSIONAL CERTIFICATION ELIGIBILITY.

ACCREDITATION AND LICENSING CONSIDERATIONS

Choosing an accredited 2 year occupational therapy program is crucial to ensure the quality of education and eligibility for licensure. Accreditation is typically granted by the Accreditation Council for Occupational Therapy Education (ACOTE), which sets standards for curriculum, faculty qualifications, clinical experiences, and student outcomes.

GRADUATES OF AN ACOTE-ACCREDITED PROGRAM ARE ELIGIBLE TO SIT FOR THE NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY (NBCOT) EXAM. PASSING THIS EXAM IS A KEY STEP TOWARD OBTAINING STATE LICENSURE, WHICH IS MANDATORY TO PRACTICE AS A LICENSED OCCUPATIONAL THERAPIST IN THE UNITED STATES.

IT IS IMPORTANT FOR PROSPECTIVE STUDENTS TO VERIFY THE ACCREDITATION STATUS OF PROGRAMS BEFORE ENROLLMENT, AS NON-ACCREDITED PROGRAMS MAY NOT QUALIFY GRADUATES FOR CERTIFICATION AND LICENSURE.

CAREER OPPORTUNITIES AND JOB OUTLOOK

GRADUATES OF 2 YEAR OCCUPATIONAL THERAPY PROGRAMS ARE WELL-POSITIONED TO ENTER A GROWING JOB MARKET.

OCCUPATIONAL THERAPY IS A VITAL HEALTHCARE PROFESSION FOCUSED ON HELPING INDIVIDUALS REGAIN OR IMPROVE THEIR ABILITY TO PERFORM DAILY ACTIVITIES FOLLOWING INJURY, ILLNESS, OR DISABILITY. THE DEMAND FOR OCCUPATIONAL THERAPISTS IS EXPECTED TO INCREASE DUE TO AGING POPULATIONS, ADVANCES IN MEDICAL TECHNOLOGY, AND BROADER RECOGNITION OF OCCUPATIONAL THERAPY BENEFITS.

CAREER OPPORTUNITIES FOR GRADUATES INCLUDE POSITIONS IN:

- HOSPITALS AND OUTPATIENT CLINICS
- REHABILITATION CENTERS
- Schools and educational settings
- HOME HEALTH AGENCIES
- MENTAL HEALTH FACILITIES
- PRIVATE PRACTICE AND CONSULTING ROLES

THE PROFESSION OFFERS COMPETITIVE SALARIES, OPPORTUNITIES FOR SPECIALIZATION, AND THE POTENTIAL FOR ADVANCEMENT INTO LEADERSHIP, RESEARCH, OR ACADEMIC ROLES. THE COMPREHENSIVE TRAINING PROVIDED BY 2 YEAR OCCUPATIONAL THERAPY PROGRAMS EQUIPS GRADUATES TO MEET THE CHALLENGES OF DIVERSE CLINICAL ENVIRONMENTS EFFECTIVELY.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE TYPICAL PREREQUISITES FOR ENROLLING IN A 2 YEAR OCCUPATIONAL THERAPY PROGRAM?

TYPICAL PREREQUISITES INCLUDE A BACHELOR'S DEGREE, COMPLETION OF SPECIFIC COURSEWORK SUCH AS ANATOMY, PSYCHOLOGY, AND BIOLOGY, AND SOMETIMES RELEVANT VOLUNTEER OR WORK EXPERIENCE IN HEALTHCARE SETTINGS.

ARE 2 YEAR OCCUPATIONAL THERAPY PROGRAMS ACCREDITED?

YES, REPUTABLE 2 YEAR OCCUPATIONAL THERAPY PROGRAMS ARE ACCREDITED BY ORGANIZATIONS LIKE THE ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION (ACOTE), ENSURING THEY MEET EDUCATIONAL QUALITY STANDARDS.

WHAT CAREER OPPORTUNITIES ARE AVAILABLE AFTER COMPLETING A 2 YEAR OCCUPATIONAL THERAPY PROGRAM?

GRADUATES CAN WORK AS OCCUPATIONAL THERAPY ASSISTANTS (OTAS) IN HOSPITALS, REHABILITATION CENTERS, SCHOOLS, AND NURSING HOMES, SUPPORTING OCCUPATIONAL THERAPISTS IN PATIENT CARE.

HOW MUCH DOES A 2 YEAR OCCUPATIONAL THERAPY PROGRAM TYPICALLY COST?

Costs vary widely depending on the institution but typically range from \$10,000 to \$40,000 for the entire program, not including additional expenses like books and supplies.

CAN I PURSUE FURTHER EDUCATION AFTER COMPLETING A 2 YEAR OCCUPATIONAL THERAPY PROGRAM?

YES, MANY GRADUATES CHOOSE TO ADVANCE THEIR EDUCATION BY ENROLLING IN MASTER'S DEGREE PROGRAMS IN OCCUPATIONAL THERAPY TO BECOME LICENSED OCCUPATIONAL THERAPISTS.

WHAT SKILLS ARE EMPHASIZED IN A 2 YEAR OCCUPATIONAL THERAPY PROGRAM?

PROGRAMS EMPHASIZE SKILLS SUCH AS PATIENT ASSESSMENT, THERAPEUTIC TECHNIQUES, COMMUNICATION, TEAMWORK, AND UNDERSTANDING OF HUMAN ANATOMY AND PSYCHOLOGY RELEVANT TO OCCUPATIONAL THERAPY.

ADDITIONAL RESOURCES

- 1. FOUNDATIONS OF OCCUPATIONAL THERAPY PRACTICE FOR TWO-YEAR PROGRAMS
- THIS COMPREHENSIVE TEXTBOOK INTRODUCES STUDENTS TO THE CORE PRINCIPLES AND FOUNDATIONAL KNOWLEDGE REQUIRED IN OCCUPATIONAL THERAPY. IT COVERS ESSENTIAL TOPICS SUCH AS HUMAN DEVELOPMENT, ANATOMY, AND THERAPEUTIC TECHNIQUES TAILORED FOR TWO-YEAR CURRICULA. THE BOOK INCLUDES CASE STUDIES AND PRACTICAL EXERCISES TO REINFORCE LEARNING AND PREPARE STUDENTS FOR CLINICAL SETTINGS.
- 2. OCCUPATIONAL THERAPY SKILLS FOR THE ASSOCIATE DEGREE STUDENT

 DESIGNED SPECIFICALLY FOR ASSOCIATE DEGREE STUDENTS, THIS BOOK EMPHASIZES HANDS-ON SKILLS AND INTERVENTIONS USED IN OCCUPATIONAL THERAPY. IT PROVIDES STEP-BY-STEP GUIDES FOR ASSESSMENTS, TREATMENT PLANNING, AND CLIENT-CENTERED CARE. THE CONTENT IS ALIGNED WITH ACCREDITATION STANDARDS AND INCLUDES REVIEW QUESTIONS TO AID EXAM PREPARATION.
- 3. Therapeutic Activities in Occupational Therapy: A Guide for Two-Year Programs
 This text focuses on the use of therapeutic activities and modalities in occupational therapy practice. It explores activity analysis, adaptation techniques, and client engagement strategies suitable for entry-level practitioners. The book offers practical examples and activity worksheets to enhance understanding and application.
- 4. Introduction to Occupational Therapy for the Two-Year Program Student
 A beginner-friendly introduction to the field of occupational therapy, this book covers history, ethics, and the role of occupational therapists in healthcare. It also discusses various practice settings and populations served. The text is well-suited for students starting their two-year occupational therapy education.
- 5. CLINICAL PRACTICE GUIDELINES FOR OCCUPATIONAL THERAPY ASSISTANTS
 THIS RESOURCE PROVIDES EVIDENCE-BASED CLINICAL GUIDELINES AIMED AT OCCUPATIONAL THERAPY ASSISTANTS AND
 STUDENTS IN TWO-YEAR PROGRAMS. IT COVERS ASSESSMENT PROTOCOLS, INTERVENTION STRATEGIES, AND DOCUMENTATION
 STANDARDS. THE BOOK IS A VALUABLE TOOL FOR ENSURING QUALITY CARE AND ADHERENCE TO PROFESSIONAL STANDARDS.
- 6. Human Anatomy and Physiology for Occupational Therapy Students
 Essential for understanding the physical basis of occupational therapy, this book offers clear explanations of anatomy and physiology concepts. It includes illustrations and clinical correlations relevant to

OCCUPATIONAL THERAPY PRACTICE. TAILORED TO TWO-YEAR PROGRAMS, IT SUPPORTS FOUNDATIONAL KNOWLEDGE NEEDED FOR EFFECTIVE TREATMENT.

- 7. Occupational Therapy in Mental Health: A Two-Year Program Perspective
 Focusing on mental health applications, this book introduces students to therapeutic approaches for clients with psychiatric and emotional disorders. It highlights the role of occupational therapy in promoting mental wellness and community integration. Case studies and intervention strategies are presented in an accessible format.
- 8. Assistive Technology and Adaptive Equipment in Occupational Therapy
 This book explores the use of assistive devices and adaptive equipment to enhance client independence. It discusses assessment, selection, and training in the use of technology relevant to occupational therapy assistants. The content is practical and tailored to the scope of two-year program graduates.
- 9. Professional Issues and Ethics in Occupational Therapy Education

 Covering essential professional topics, this book addresses ethics, communication, and teamwork in occupational therapy practice. It prepares students to navigate challenges and maintain professionalism in clinical environments. The text includes scenarios and discussions designed for two-year occupational therapy students.

2 Year Occupational Therapy Programs

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2 year occupational therapy programs: Fieldwork Educator's Guide to Level II Fieldwork Elizabeth DeIuliis, Debra Hanson, 2024-06-01 A new, comprehensive resource for fieldwork educators and academic fieldwork coordinators, Fieldwork Educator's Guide to Level II Fieldwork provides a blueprint for designing, implementing, and managing Level II fieldwork programs for occupational therapy and occupational therapy assistant students across practice settings. Drawing from the expertise of renowned individuals in the field, Drs. Elizabeth D. DeIuliis and Debra Hanson provide the tools for fieldwork educators and academic fieldwork coordinators to put together learning frameworks, educational theories, and clinical instructional techniques within and outside occupational therapy in order to create and maintain high-quality Level II learning experiences. Fieldwork Educator's Guide to Level II Fieldwork challenges fieldwork educators and academic fieldwork coordinators to shift their mindset to facilitating skill acquisition and to adjust their teaching approach to match the learning needs and developmental level of the student. Designed to meet the definition of Level II fieldwork according to the 2018 Accreditation Council for Occupational Therapy Education standards, and in response to common pitfalls and challenges in clinical education today, Fieldwork Educator's Guide to Level II Fieldwork is the go-to guide for the busy practitioner and academic fieldwork coordinator. What is included in Fieldwork Educator's Guide to Level II Fieldwork: Expansive overviews of supervision models and vignettes illustrating use across practice settings Examples and templates to construct a learning plan, site-specific learning objectives, orientation, weekly schedules, and learning contracts Tools and strategies to uniquely develop and foster clinical reasoning in fieldwork Models for dually approaching supervision and mentorship Strategies for addressing unique student learning and supervision needs Fieldwork Educator's Guide to Level II Fieldwork can be used as a standalone resource or as a complement to Fieldwork Educator's Guide to Level I Fieldwork, which was designed in-tandem with

this text to holistically address Levels I and II fieldwork education.

2 year occupational therapy programs: Introduction to Occupational Therapy- E-Book Jane Clifford O'Brien, 2011-11-01 A complete overview of the profession and the practice of occupational therapy, Introduction to Occupational Therapy, 4th Edition prepares you for the roles, responsibilities, and relationships of the OT practitioner. This edition incorporates the latest revisions of the Occupational Therapy Practice Framework, which defines the OT process and areas of concern. Discussions also include treatment settings, occupational therapy across the lifespan, and evaluation, intervention, and outcomes within the OT process. Written by OT expert Jane Clifford O'Brien, this edition also keeps you current with emerging topics such as working with culturally diverse patients, evidence-based practice, and new practice areas such as driving and obesity. Coverage of different OT practice areas (e.g., adult, geriatric, pediatric, and mental health) prepares you for the variety of clients you will encounter in clinical practice. An emphasis on evidence-based practice helps you think logically and use the literature to form a basis for diagnoses and treatment plans. Case studies and activities in each chapter promote problem-solving skills and demonstrate concepts. The OT Practice Framework and reimbursement mechanisms are addressed in terms of the occupational therapy process, providing a sound basis for decision making. A broad perspective on OT practice fits the needs of both occupational therapy and occupational therapy assistant students. Chapter objectives, key terms, chapter summaries, and review questions highlight important content in each chapter. A companion Evolve website includes video clips, review questions with answers, crossword puzzles, and additional case studies. NEW! The latest revisions to the Occupational Therapy Practice Framework are incorporated throughout the book, keeping you current with today's OT theories and practice. NEW cultural content prepares you to meet the needs of diverse clients. NEW discussions of the Centennial Vision provide a big picture view of occupational therapy and its changes as the profession reaches the age of 100.

2 year occupational therapy programs: Occupational Therapy Evaluation for Children Shelley Mulligan, 2003 The purpose of this book is to provide occupational therapy fieldwork students and novice practitioners with a quick guide to evaluation for children. This book will help students and practitioners perform efficient but comprehensive evaluations. Features include a step-by-step guide to the evaluation process, guidelines for selecting appropriate standardized and non-standardized tests, practical advice for meeting documentation requirements, and appendices with a number of sample evaluation reports. Compatibility:

- **2** year occupational therapy programs: Mobilization and Health Manpower: II United States. Defense Mobilization Office, 1956
- 2 year occupational therapy programs: Bulletin of the United States Bureau of Labor Statistics , 1913
- **2 year occupational therapy programs:** Health Services for Mothers and Children United States. Health Services Administration. Bureau of Community Health Services, 1976
- **2 year occupational therapy programs:** *Mobilization and Health Manpower* United States. Office of Defense Mobilization, 1956
 - 2 year occupational therapy programs: Public Health Service Publication, 1967
- 2 year occupational therapy programs: Education for the Allied Health Professions and Services United States. Allied Health Professions Education Subcommittee, 1967
- **2 year occupational therapy programs:** *Education for the Allied Health Professions and Services* National Advisory Health Council. Allied Health Professions Education Subcommittee, 1967
- 2 year occupational therapy programs: Report of the Allied Health Professions Education Subcommittee of the National Advisory Health Council: Education for the Allied Health Professions and Services United States. Public Health Service, 1967
 - 2 year occupational therapy programs: Code of Federal Regulations, 1981
- **2 year occupational therapy programs:** <u>Wage Chronology</u> United States. Bureau of Labor Statistics, 1977
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States of America, 1989 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

2 year occupational therapy programs: Careers in Psychology Tara L. Kuther, Robert D. Morgan, 2019-07-24 Connecting career aspirations with the post-college world is crucial for students today. Learners must keep sight of future career opportunities while exploring a broad expanse of degrees paths and career options. Careers in Psychology, Fifth Edition helps students navigate and plan for their futures by offering exposure to the rich careers in each subfield of psychology and prompting students to consider the what, why and how of each option. In doing so, the text supports students as they determine whether a major and career in psychology is for them. Offering salary and career information, advice on getting a job after graduation, and information on applying to graduate school in psychology Tara L. Kuther and Robert D. Morgan support students in making an educated decision about their futures and career options.

2 year occupational therapy programs: Cumulated Index Medicus, 1985

2 year occupational therapy programs: Occupational Therapy Alice J. Punwar, Suzanne M. Peloquin, 2000 Written in a casual, narrative style, this edition has been updated with five new chapters, new case studies, new clinical stories, and discussion questions focusing on ethical, legal, and interpersonal issues. The text introduces students to the field of occupational therapy and to career opportunities in the field. Using clinical examples and case studies, this edition provides a realistic look at the complementary roles of the registered occupational therapist (OTR) and the certified occupational therapy assistant (COTA). Occupational Therapy: Principles and Practice illustrates the OT process within various practice settings, including the acute care hospital, public school, and home health practice. Other topics include current and prospective issues in the field, the U.S. health care system, influences/implications of managed care on the profession, and the international OT market. All charts/tables reflect current statistics. This edition differs significantly from the earlier edition by the addition of a second author, Professor Suzanne Peloquin, PhD, a recognized authority in her field. Dr. Peloquin recounts stories from occupational therapy history and offers unique insights into current practice.

2 year occupational therapy programs: Medical Office Administration E-Book Brenda A. Potter, 2013-12-15 To succeed in today's medical front office, you need a resource that will help you learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment. Reflecting Brenda Potter's first-hand experience as an active instructor, Medical Office Administration: A Worktext, 3rd Edition combines instruction and application to help you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. It includes procedures to be used with Medisoft Version 18 which allows you to practice the day-to-day activities as if you were in an actual office setting. An optional upgrade package is available which includes a Medisoft Version 18 Demo CD (ISBN: 9780323279789). Engaging worktext format makes it easier to apply what you've learned to the real world, breaking up the content into manageable segments, and providing case studies, critical thinking exercises, role-playing exercises, and collaborative learning activities. Real-world examples apply important concepts to the medical office setting. A conversational writing style makes it easier to read and understand the material. HIPAA Hints ensure that you comply with HIPAA mandates. UNIQUE! The Diverse Community of Patients chapter addresses the important issue of cultural diversity. Procedure boxes offer step-by-step instructions on how to perform specific administrative tasks. Procedure checklists spell out the individual steps required to complete a full range of administrative procedures, and are based on CAAHEP competencies. Learning objectives show the key points that you are expected to learn in each chapter. NEW! Medisoft® v18 software allows you to practice common administrative tasks with real-world office management software. Medisoft sold separately. NEW! Coverage of ICD-10 coding prepares you for the October 2014 transition to ICD-10. UPDATED EHR coverage applies administrative concepts and procedures to their use within the Electronic Health Record. NEW electronic procedure checklists on the Evolve companion website measure how well you have mastered procedures.

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