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office staff and take steps to ensure that it is a positive one. 3. Susan filed the laboratory reports in ...

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Depro-Medrol 25 mg IM. On hand is a 10  
mL vial that contains 80 mg/mL.

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## Answer Key

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answer. The medical assistant may simply have to turn down the request. Follow established office policy.

**\*\*Optional Part VII: Verifying Appointments .** Answers will vary, but may be similar to the following example:  
“This is Pam at Robert Welch’s office, confirming your appointment tomorrow

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at 2 pm.

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Should answer the phone at the first ring no longer than the third ring: What are the 7 items needed to take a message:

1. The name of the person to whom the call is directed,
2. The name of the



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person calling, 3. The caller's daytime, evening and/or cellular telephone number, 4. The reasons for the call, 5. The action to be taken, 6.

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Telephone Techniques Lifeline of the medical practice Telephone technique can either build or destroy a physician's practice The patient is NEVER an interruption of the work day; instead the

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patient is the reason that the practice exists This chapter will examine \* How to develop

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Chapter 9: Telephone Techniques Study Guide Answer Keys 4. The individual could be a patient, so every attempt to identify the patient and assist him or her should be made. Such callers may also be salespersons who are fully aware that if their identity is revealed, they will never get the opportunity to speak to the physician.

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