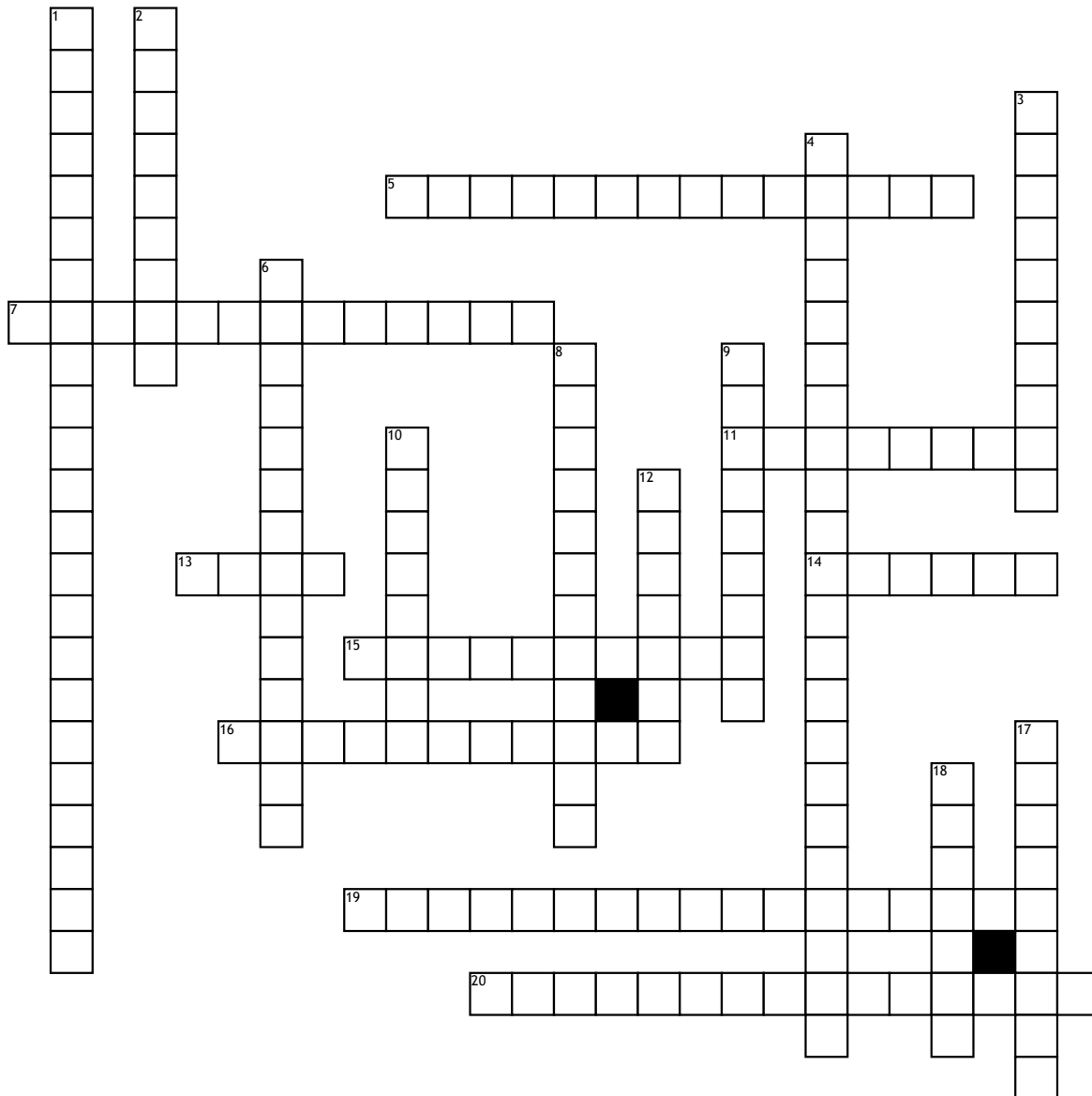# Business Writing

Across

5. contains the writers name on the first line and the writers business title on the second line

7. contains all the necessary information for the letter's correct delivery

11. to underline or highlight key points of the letter or to write reminders, comments, or suggested actions in the margins

13. begins two lines below the salutation or subject line

14. Health Information Technology for Economics and Clinical Health

15. A written greeting such as Dear, followed by Mr. Mrs. or Ms.

16. sometimes used to bring the subject of the letter to the readers attention.

19. the person at the clinical site who serves as an instructor but is an employee of the site.

20. an opportunity to work in a medical facility to gain essential on-the-job experience for beginning a new career.

Down

1. an electronic record of health-related information for an individual patient

2. a collection of documents and may include your resume, cover letter, reference list or reference letters

3. EHR software programs may be _____ to suit a specific specialty and style of a physicians office.

4. can be utilized by members of more than one healthcare organization.

6. a resume that tailors your descriptions of your skills, academic achievements, student honors, and other pertinent information to the job you are seeking.

8. involves checking a document for grammatical, spelling, and formatting errors.

9. a summary of total amounts owed, including outstanding charges as well as payments received.

10. provides an overview or snapshot of patient demographic information in an EHR system.

12. lists a product or service rendered and is used when billing for that product or service.

17. a recommendation for employment from the facility and the preceptor

18. Involves checking a document for factual accuracy, logical flow, conciseness, clarity, and tone.