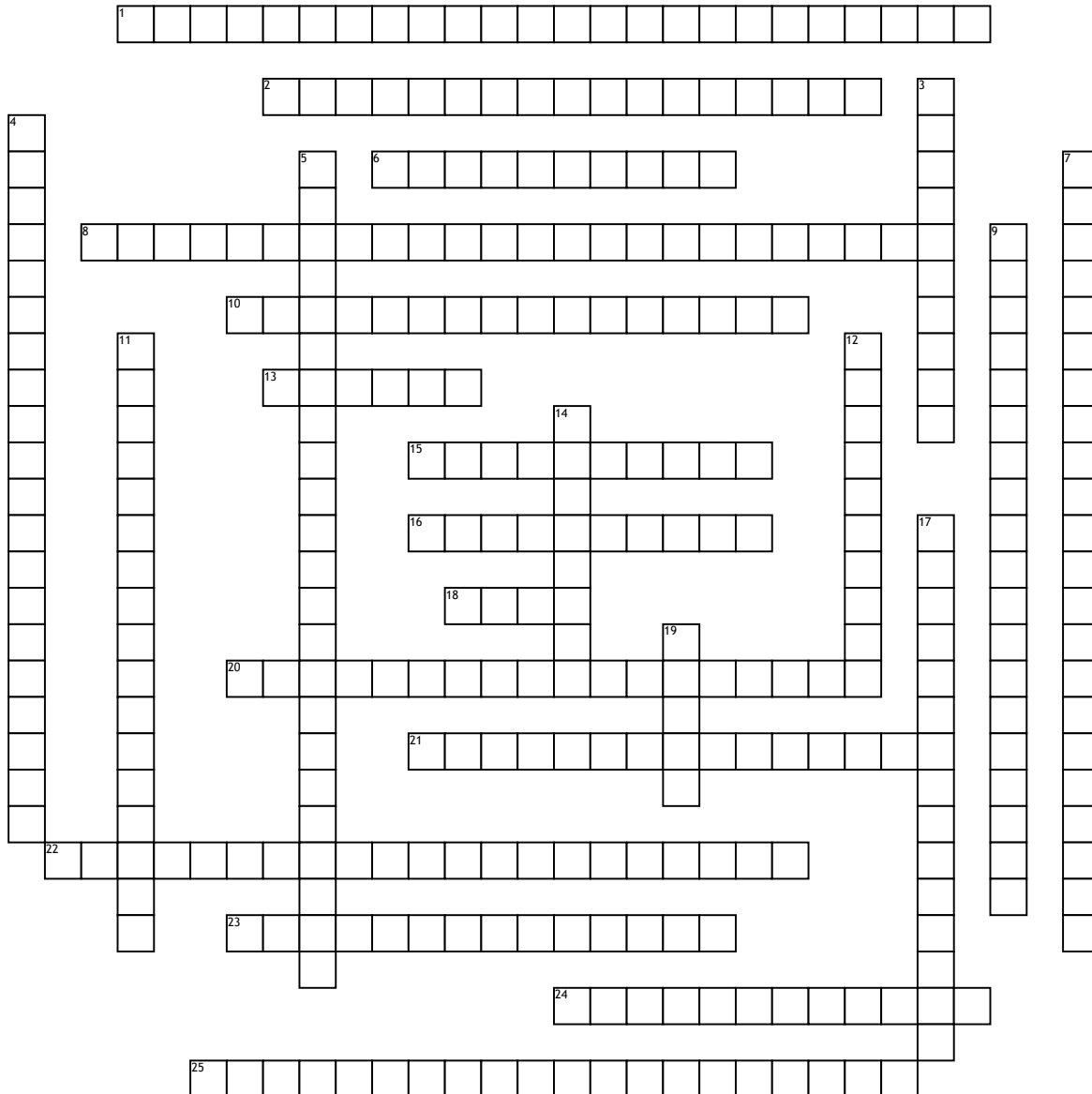


Business Writing And EHR



Across

1. CEU
2. Booking an appointment several weeks or even months ahead
6. A file used on a constant basis
8. A letter format that aligns the dateline, complimentary closing, signature block, and notations which begins at the center of the page or slightly to the right of center
10. A healthcare professional who helps patients find their way through the sometimes complex healthcare system
13. A federal form for verifying that an employee is a US citizen, a legally admitted alien, or an alien authorized to work in the United States
15. study the way people work
16. Making contacts with relatives, friends, and acquaintances who may have information about how to find a job in your field

18. Occupational Safety and Health Administration

20. Income or money owed to a business
21. A form that is required for all hazardous chemicals or other substances used in the laboratory
22. PCP
23. A resume that is focused on a specific job target
24. A file used infrequently
25. A letter format in which all lines begin flush left; also called block style

Down

3. A reminder file for keeping track of time-sensitive obligations
4. health record that provides a summary of medical information
5. medical record that is managed by providers and staff members located in a single healthcare organization

7. medical record that can be utilized by members of more than one healthcare organization

9. Filing system that organizes files by numbers
11. Scheduling of similar appointments together at a certain time of the day or week
12. A file for a patient whos has died, moved away or no longer consults the office fro medical expertise
14. To underline or highlight key points of a document
17. Money owed by a business
19. A set of regulations whose goals includes improving the portability and continuity of healthcare coverage in group and individual markets