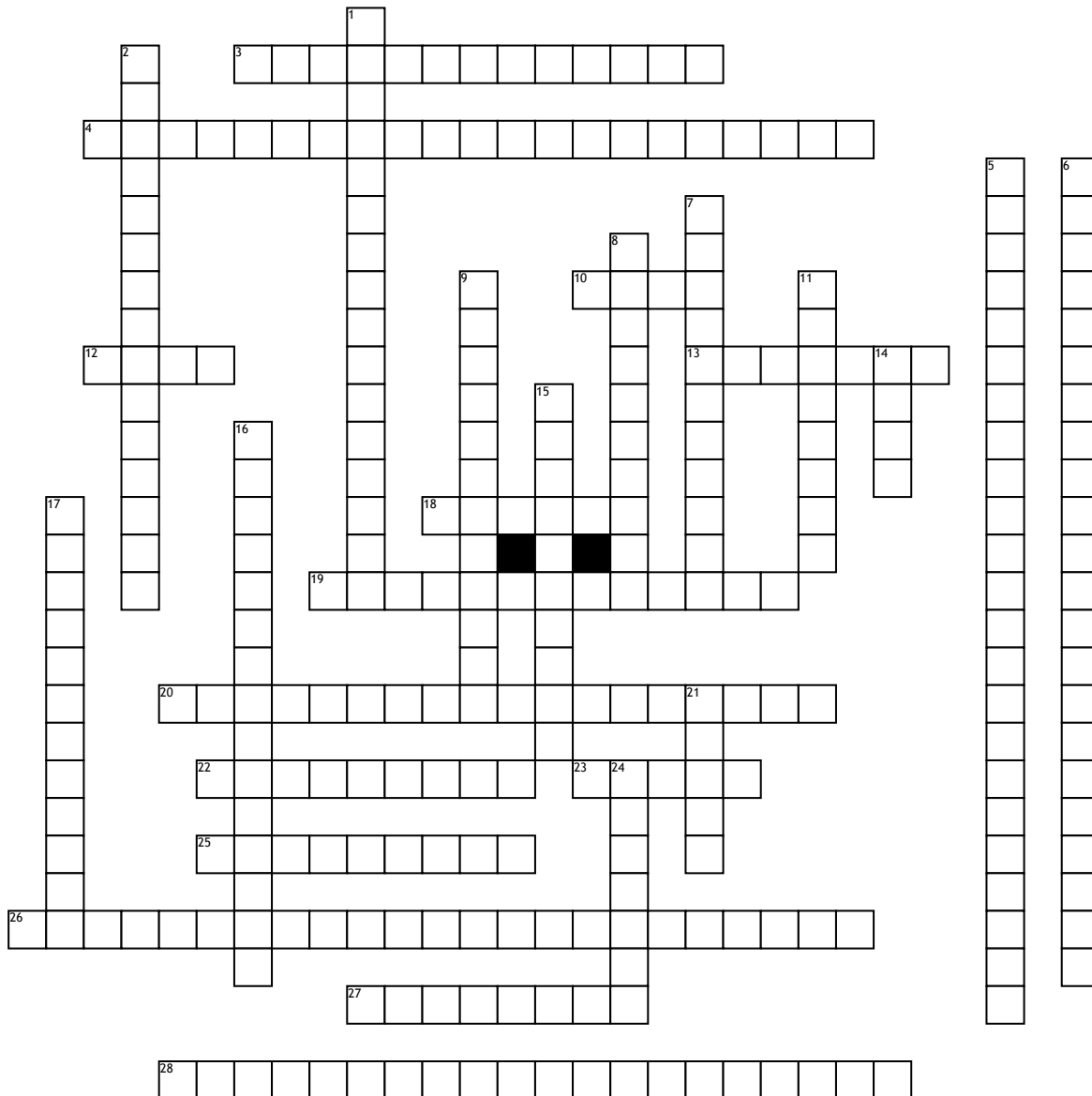


Business Writing & EHR



Across

3. Dateline, Complimentary closing, and Signature block aligned right of center.
 4. What is Sincerely, Very Respectfully, and Love you dearly?
 10. Describes movements/ what a person is doing.
 12. The single space text considered a "paragraph".
 13. Checking a document for factual info, flow, clarity and tone?
 18. Vital part of employment process
 19. What is the persons address called who you are sending to?
 20. ENC: is used for?
 22. Lines flush left?
 23. Health Insurance Portability Accountability Act

25. Summary of the total amounts owed including outstanding charges and payments.

26. Preferred communication method?
 27. Mail and letters are placed inside of them before shipping.

28. What is PHR?

Down

1. Punctuation used in specific instances.
 2. When your expected to conduct yourself in a professional manner at all times?
 5. What is EMR?
 6. What is EHR?
 7. Keyed in all capital letters on second line below salutation
 8. Specific Name and Address printed at top of page

9. Checking a document for grammatical, spelling, and formatting errors?
 11. Consist of the month, day, and year. Begins 3 lines below letterhead.
 14. Describes a Person, Place, and thing
 15. Addressing a person by name using Ms, Mrs, Miss, or Mr.
 16. No punctuation after certain things.
 17. Mailing service for heavier items?
 21. Online form of checking the mail?
 24. Lists a product or service rendered and is used when billing.