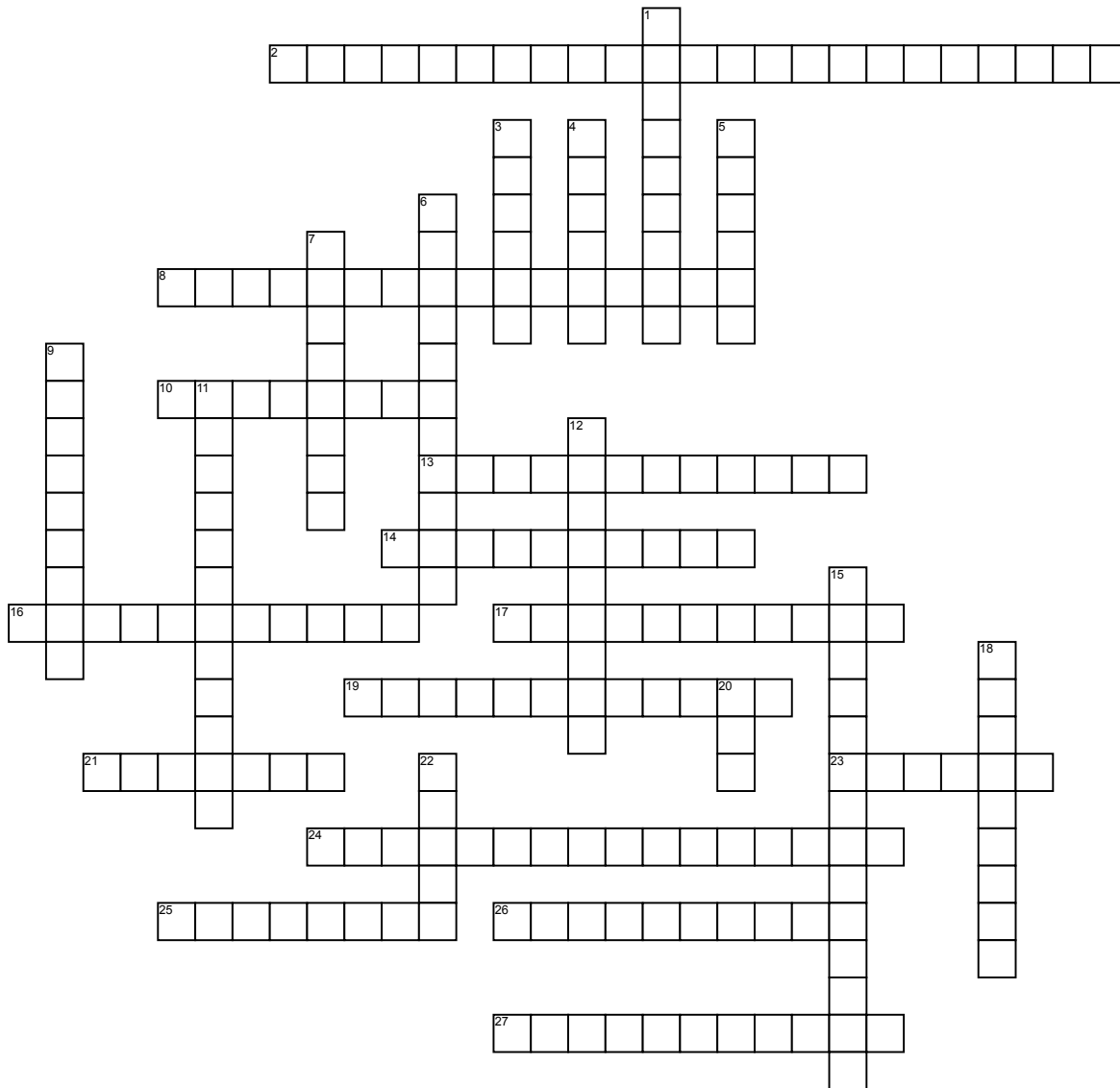


MOA 101



Across

2. Activities related to the creation, management, use, and disposition of patient medical records

8. An appointment schedule method where each patient is given a specific time

10. A general term for the programs or instructions that tell a computer what to do

13. The way in which records are arranged such as alphabetically or numerically

14. Grouping patients with similar problems or conditions on certain days or at certain times of the day

16. A device for entering data in to the computer (e.g., keyboard, mouse, scanner)

17. Mail for which the postage has been applied using a postage meter

19. The medical record of a patient who has been seen within a time frame by the office (usually 2 to 3 years)

21. A 5-digit code that identifies the post office to which a given piece of mail is to be delivered

23. A guiding principle for the management of a medical office or business

24. Permission from a patient's insurance company for a test, procedure, or surgery

25. A system that protects a computer network from unauthorized access by users on its own network or another network, such as internet.

26. A cell phone with computer capabilities

27. The act of speaking clearly and concisely

Down

1. A method of delivery, storage, and retrieval of telephone messages that is built into the telephone system

3. A wired or wireless device used to form or connect networks

4. A duplicate copy copy of a program or data kept in case the original is damaged, lost, or destroyed.

5. The process of sorting patient according to their needs

6. A chronological file containing reminders of things to be done

7. The physical devices making up a computer system (e.g., main computer unit, keyboard, monitor, printer)

9. A fixed amount of money that the patient is responsible to pay at each visit

11. A device that transfers processed data to the user (e.g., computer monitor and printer)

12. A detailed list of items in stock or in possession of an individual or business

15. The brain of the computer housed in the main unit that interprets and executes the instruction that operate the computer

18. A list of the steps to handle a certain situation or perform a certain task

20. The main computer memory of a microcomputer, which is used to temporarily store items until needed by the computer for processing.

22. Written communication sent from one computer to another using telecommunication.