

1. Abandonment	A health professional's failure to provide care to a patient, especially when there is an implied contract to do so. Examples include leaving the operating room during a surgical case without transferring care to another person, and leaving a patient on a stretcher alone in the hallway.	18. Co-insurance	Coinsurance is a common clause or provision in building insurance policies under which the insured agrees to maintain insurance on his or her property in an amount equal to at least 80% of the replacement cost. If the property is not insured to that amount and a loss is incurred the insurance company will make the insured share in the loss on a pro-rata basis.
2. Accounts Payable	the amount of money owed, or payable, to a business's creditors	19. Coordination of Benefits	Health insurance policy clause that applies to an individual covered by more than one medical insurance policy that explains how the policy will pay if more than one insurance policy applies to the claim.
3. Accounts Receivable	Amounts due from customers for credit sales	20. Day Sheets	used to list or post each days financial transactions
4. Advanced Beneficiary Notice	document provided to a medicare beneficiary by a provider prior to service being rendered letting the patient know his or her responsibility to pay if Medicare denies the claim.	21. Deductible	A certain amount of money that the patient must pay each year toward his or her medical expenses before health insurance benefits begin.
5. AMA	American Medical Association	22. Deposition	(law) a pretrial interrogation of a witness
6. Annotating	furnishing with notes that are usually critical or explanatory	23. Diagnosis Code	a standardized value that represents a patient's illness, signs, and symptoms
7. ASA	American Society of Anesthesiologists	24. Disbursement Journal	a summary of accounts paid out.
8. Audit Report	a report issued by an independent CPA to evaluate whether a company's financial statements fairly report its financial position, operating results, and cash flows in accordance with generally accepted accounting principles	25. Disclosure Form	must be provided to purchasers prior to making an offer in order to clarify exactly what is being sold and what is being purchased
9. Birthday Rule	The guideline that determines which of two parents with medical coverage has the primary insurance for a child; the parent whose day of birth is earlier in the calendar year is considered primary.	26. DOL	Department of Labor
10. Breach of Confidentiality	When confidential information is disclosed to a third party without patient consent or court order.	27. EHR Software	Electronic Health Record, focus on total health of patient
11. Breach of Contract	A failure to perform, as promised, at the time the performance was due.	28. Explanation of Benefits	document sent by the insurance company to the provider and insured explaining what was covered for each service.
12. Captitation Payment	pymts made to dr. on regular basis for providing svcs. to pts in managed care.	29. Expressed Consent	Permission that must be obtained from every conscious, mentally competent adult before emergency treatment may be provided.
13. CESA	Clean Energy States Alliance	30. Felony	A serious crime
14. CLIA	Clinical Laboratory Improvement Amendments	31. Hazardous Communication Standard	Method of dealing with hazardous material. Consists of five parts:written program, chemical inventory, Material Safety Data Sheets, container labeling, and employee training.
15. CLIA	Clinical Laboratory Improvement Amendment-the law that regulates human testing		
16. CMS	CENTERS FOR MEDICARE AND MEDICAID SERVICES		
17. CMS-1500 form	the standard insurance form used by all government and most commercial insurance payers		

32. Health Trend Report	analysis of data from professionals sources by the American medical association council on long range planning and development.	51. NPI #	10 digit unique provider identifier that never changes or expires *must appear on every claim if reimbursement is desired required by HIPAA to be compliant
33. Healthcare Proxy	Legal empowerment of a third party to make decisions regarding the health care of an individual.	52. OGCR	Official Guidelines for Coding and Reporting
34. HIPAA	Health Insurance Portability and Accountability Act	53. Order to Disclose	make all patient information available in court
35. HITECH	Health Information Technology for Economic and Clinical Health	54. OSHA	Occupational Safety and Health Administration, a government agency in the Department of Labor to maintain a safe and healthy work environment
36. Implied Consent	Assumption on behalf of a person unable to give consent that he or she would have done so.	55. Patient Ledger	A report that lists the financial activity in each patient's account
37. Incidental Disclosure	If two people who know each other inadvertently meet in a physician's reception area, HIPAA refers to this exposure as:	56. Patient Referral Form	gives authorization for a provider to change a patient's physician
38. Informed Consent	A written agreement to participate in a study made by an adult who has been informed of all the risks that participation may entail.	57. Patient Registration Form	A questionnaire designed to collect demographic data and essential facts about medical insurance coverage for each patient seen for professional services
39. Insurance Carriers ID#	unique number used to identify an insurance company	58. Petty Cash	An amount of cash kept on hand and used for making small payments
40. JCAHO	"Joint Commission" regulates hospitals and provides standards (i.e. Patient Safety 2004)	59. PHI	Protected health info
41. libel	(n.) a written statement that unfairly or falsely harms the reputation of the person about whom it is made; (v.) to write or publish such a statement	60. POS code	stands for the type of facility in which services reported on the claim were provided
42. Mal-feasance	dispensing the wrong drug	61. Practice Analysis	a report that analyzes the revenue of a practice for a specified period of time
43. Matrix	A Grid system where you can write in appointments	62. Procedure Consent Form	obtain approval from patient before a medical procedure
44. Medicare Summary Notice	Type of remittance advice from Medicare to plan beneficiaries to explain how their benefits were determined.	63. Procedure Day Sheet	a report that lists all the procedures performed on a particular day, in numerical order
45. Misdemeanor	a crime or offense that is less serious than a felony; any minor misbehavior or misconduct	64. Progress Notes	Notes used in the patient chart to track the progress and condition of the patient.
46. NAHIT	National Alliance for Health Information Technology	65. Provider Release of Records	obtaining a providers permission so a patient's medical record can be transmitted elsewhere
47. Neglect	Failure to provide the person with the goods or services needed	66. RBRS	Resource-Based Relative Value Scale
48. Negligence D:<	A finding of failure to act properly in a situation in which there was a duty to act, that needed care as would reasonably be expected of the EMT was not provided, and that harm was caused to the patient as a result.	67. Release of Info Authorization Form	written agreement allowing a business to debit or credit an account for payment
49. Non-feasance	failure to perform a required act or duty	68. Remittance Advice	an explanation of benefits transmitted electronically by a payer to a provider.
50. Notice of Private Practices	Patients have the legal right to know practice policies of hospice/clinic/ect		

69. Respondent Superior	"let the master answer", employer is responsible for employees, The employer is responsible for the legal consequences of the acts of the employee while s/he acts within the scope of this/her employment, the employer may be temporary or have "borrowed": the employee & thus becomes liable for the actions of the "borrowed servant" - in this case of the surgeon & the OR staff, the physician is considered the captain of the ship
70. Right-to-know-law	State laws that allow employees access to information about toxic or hazardous substances, employer duties, employee rights, and other workplace health and safety issues.
71. Role Based Access	Users in the marketing department are given a different level of access to files than users in the accounting department. Which of the following types of access control does this BEST describe
72. Subpoena duces tecum	the court command to a witness to produce at trial a certain pertinent document he or she holds