

# Workbook Answer Key

## 01 A fresh start

### Grammar

#### Present and past tenses

- 1**  
 1 a emigrated b migrate c have emigrated  
 2 a was trying b has been trying c tried  
 3 a has died b is having c died  
 4 a has lived/born been living b had lived/had been living c was living  
 5 a had never used b have never used c never use  
 6 a had your custom b Have your custom c Did you call
- 2**  
 1 had never heard 2 have read 3 were cycling 4 saw 5 has been shopping; still hasn't bought 6 have been reading; have read 7 always makes
- 3**  
 1 have (just) left 2 am spending 3 doesn't want 4 didn't go 5 realises 6 is changing 7 had done 8 had happened 9 had moved 10 had died
- 4**  
 1 d 2 c 3 a 4 b 5 b 6 c 7 b 8 d
- 5**  
 1 hasn't been here for 2 had seven years Indian food 3 have been travelling there since 4 was raising when 5 I saw John was
- 6**  
 1 saw 2 is 3 since 4 for 5 to 6 Did 7 eat 8 had 9 start 10 was 11 were 12 had 13 never 14 Did

#### Reading

- 1**  
 1 c
- 2**  
 1 F 2 T 3 F 4 F 5 T 6 F 7 F 8 T
- 3**  
 1 b 2 d 3 a 4 e 5 c
- 4**  
 1 lifestyle 2 testing 3 tired 4 machine 5 disappointed 6 non-conformist

#### Speaking

- 1**  
 1 point (MA) 2 motive (MD) 3 combined (MD) 4 admit (MA) 5 surprise (MA) 6 escape (MA) 7 Come (SD) 8 hear (MD) 9 thought (MA) 10 absolutely (MA) 11 outside (SD) 12 valid (MA) 13 wrong (SD)
- 2**  
 1 OK, fair enough 2 Spat on 3 Neither do I 4 You may be right 5 The two fastest 6 She too

#### Writing

##### Description of a person

- 1**  
 1 b 2 d 3 a 4 e 5 f 6 g 7 c
- 2**  
 1 b 2 d 3 A 4 C

- 3**  
 1 d 2 a 3 a 4 b 5 b 6 a 7 f 8 c
- 4**  
 1 liked 2 wasn't 3 were 4 had changed 5 was waiting 6 had lost 7 was 8 has forgotten 9 has made 10 has brought 11 is 12 looks 13 doesn't have
- 5**  
 1 I also had 2 were also very 3 When I left home 4 make a fresh start 5 I had been at university 6 I had seen 7 them, one day 8 The more I thought about 9 but he changed

#### Vocabulary

- 1**  
 1 unfocused 2 impulsive 3 barely 4 preserved 5 well-groomed 6 ambitious 7 undishonourable 8 elegant
- 2**  
 1 even-handed 2 critical 3 modest 4 outshining 5 knowledgeable 6 well-matched 7 indubitable 8 everything
- 3**  
 1 blamed 2 concerned 3 indubitable 4 critical 5 well-matched 6 appeared 7 measuring 8 dull
- 4**  
 1 adventurous 2 security 3 harmless 4 critical 5 reasonable 6 approachable 7 unimpaired 8 sensible
- 5**  
 1 overtake 2 trailer 3 buffer, do-over 4 vertebrae 5 investigate
- 6**  
 1 trap 2 cheat 3 priorities 4 tongue 5 leap 6 fun
- 7**  
 1 f 2 a 3 b 4 g 5 h 6 e 7 d

#### Extend your vocabulary

- 1**  
 1 thick-skinned 2 naive 3 track 4 timid 5 a real speedbump

## 02 Know what I mean?

### Grammar

#### Future forms

- 1**  
 1 a 2 d 3 f 4 a 5 c
- 2**  
 example B 1 F 2 D 3 E 4 C 5 A
- 3**  
 1 starts 2 Are you dating, Tim going to watch 3 are going to have, it's long 4 arrive, we'll have arrived
- 4**  
 1 finish, will have 2 will have, start 3 won't eat, is
- 5**  
 1 I'll have married a model 2 I'll be earning 20 million every year 3 I'll have met Lionel Messi 4 I'll be being in a museum 5 I'll have written my first book 6 I'll have signed a multi-million advertising contract
- 6**  
 1 c 2 c 3 d 4 c 5 c 6 a 7 d 8 a 9 e 10 b 11 a

# Medical Assistant Workbook Answer Key Manual

**Marilyn Fordney**



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electronic methods of medical records and links the CMS 1500 02 12 form to the electronic submissions process NEW SimChart for the Medical Office SCMO application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap [Resources in Education](#) ,1992 [Insurance Handbook for the Medical Office](#) Marilyn Takahashi Fordney,1997 A source of information for submitting tracing appealing and transmitting claims for the full range of health plans Sample forms are used to demonstrate how to properly complete forms for Medicare Medicaid CHAMPUS Blue Cross Blue Shield and disability income insurance [The Vocational-technical Library Collection](#) Bruce Reinhart,1970 *Administrative Medical Assisting* Marilyn Takahashi Fordney,Joan Johnson Follis,1998 **Iml Medical Assisting** Keir,2002-11 Essentials of Medical Assisting Administrative and Clinical Competencies is a competency based learning system covering the administrative clinical and general areas identified as necessary for entry level employment by the Medical Assistant Role Delineation study issued by the AAMA Includes a unit on related therapies presents information on complementary or alternative treatments Web links provide additional chapter related information **Workbook, Volume I, Administrative** Nina M. Beaman,2006-07 **The Publishers' Trade List Annual** ,1980 [Glencoe Administrative Procedures for Medical Assisting: A Patient-Centered Approach, Student Workbook](#) Cindy Keller,Abdulai Barrie,Cindy Abel,Barbara Ramutkowski,Laurie Dazarow,1998-08-12 **Health Insurance Today - E-Book** Janet I. Beik,2014-08-06 Key coverage of new topics includes medical identity theft and prevention National Quality Forum NQF patient safety measures ACSX12 Version 5010 HIPAA transaction standards EMS rule on mandatory electronic claims submission and standards and implementation specifications for electronic health record technology Increased emphasis on producing and submitting claims electronically gives you an edge in today s competitive job market UPDATED Additional ICD 10 coding content prepares you for the upcoming switch to the new coding system NEW Content on ARRA HI TECH and the Health Insurance Reform Act ensures you are familiar with the latest health care legislation and how it impacts what you do on the job **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1959 Includes Part 1 Number 1 Books and Pamphlets Including Serials and Contributions to Periodicals January June [Glencoe Administrative Procedures for Medical Assisting: A Patient-Centered Approach](#) Barbara Ramutkowski,Abdulai Barrie,Cindy Keller,Laurie Dazarow,Cindy Abel,1998-08-28 Students learn the skills necessary to become a multiskilled front office medical assistant All of the step by step procedures are fully illustrated so students can learn proper technique Trains students on medical office administrative procedures and equipment Each chapter begins with an outline of topics a list of chapter objectives key terms and a list of 1997 AAMA Role Delineation Study Areas of Competence covered in that chapter so students know where to focus their attention as they read and study Questions and activities at the end of every chapter help students measure their progress every step of the way [Resources in Education](#) ,1995 [Delmar's Comprehensive Medical Assisting](#) Wilburta Q. Lindh,Wilburta Q Lindh, CMA,Marilyn S. Pooler,Joanne U. Cerrato,Carol D Tamparo, PhD, CMA-A,2001-08 Delmar s

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