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# Job Training Manual for Atkinson/Timme's Medical Office Practice, 8th

*Phillip S. Atkinson, Diane R. Timme*

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About the AuthorPhillip S. Atkinson, PhD, is Professor Emeritus, Bernard M. Baruch College of the City University of New York. He received the 1986 Clinton A. Reed Award and he is a member of the Computer Literacy Task Force, and National Business Education Association.Diane R. Timme, RN, BS, has 20 years' combined experience working in health care in the areas of medical assisting, medical transcription? and nursing. She has been a medical assisting educator for 12 years, and is currently working as a school nurse. Diane is a member of the National Association of School Nurses.