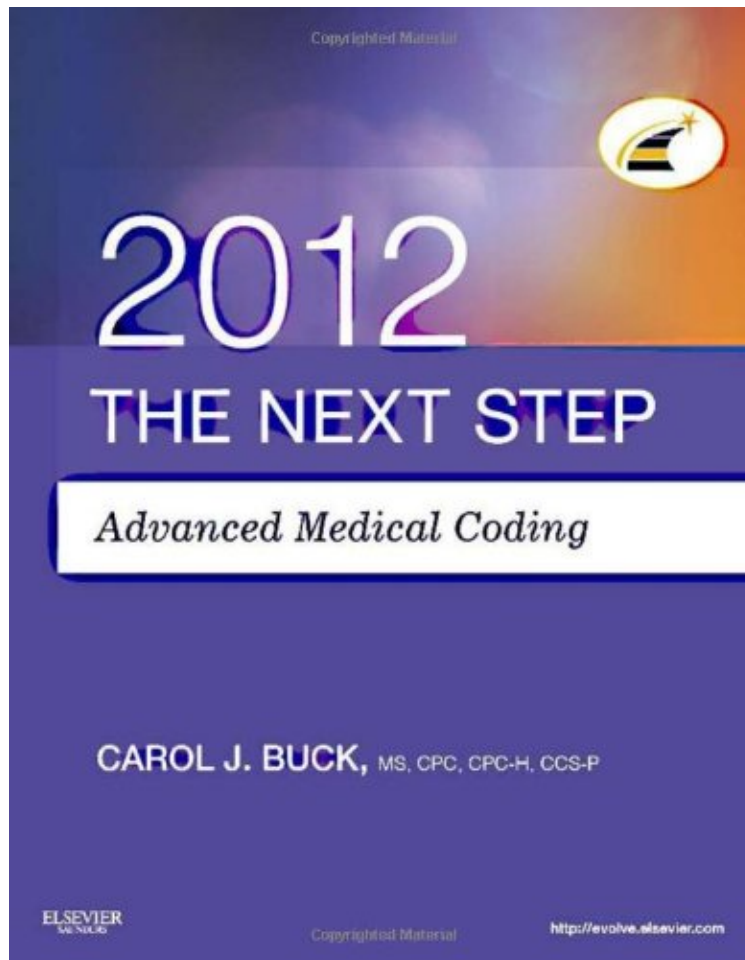


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About the Author Carol J. Buck, MS, CPC, Program Director (Retired), Medical Secretarial Programs, Northwest Technical College, East Grand Forks, MN