

Fifth Edition

SKILLS PRACTICE MANUAL TO ACCOMPANY

# Health Unit COORDINATING

*formerly Unit Secretary*



Myrna LaFleur Brooks

Elaine A. Gillingham



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# Skills Practice Manual For Health Unit Coordinating

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professional and helpful manner Bad handwriting examples give you experience deciphering hard to read handwriting that you will encounter in practice Student friendly features such as outlines chapter objectives vocabulary and abbreviations are included at the beginning of each chapter to set the stage for the important information to be covered later in the chapter References within the text to the companion skills practice manual and online tools direct you to hands on exercises that stress the practical applications of skills and procedures in a simulated health care environment NEW Expanded coverage of the EMR CPOE explains how the implementation of the electronic medical record CPOE is changing the role of the Health Unit Coordinator UPDATED Coverage of medications diagnostic procedures therapies surgical procedures and new health care trends keep you up to date on how to perform your role effectively in today s medical environment NEW Hot topics in health unit coordinating keep you abreast of issues currently affecting the health unit coordinator such as the electronic health record CPOE physician order entries preceptorships and interviewing background checks are addressed NEW Additional student activities are included in each chapter to help reinforce material expand your critical thinking and application skills and prepare you for exams NEW Flashcards on Evolve help you review important terminology and abbreviations that you will use on the job

**Health Unit Coordinating** Myrna LaFleur-Brooks,2004 Fully revised and up to date the fifth edition of this popular resource is the only book of its kind to offer complete coverage of health unit coordinating From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this outstanding book features in depth discussions of health unit coordination theory and concepts

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Appendix D Clinical Evaluation Record is reproduced from the Skills Manual allowing students to measure and record their performance during clinical experiences on the nursing unit Appendix E Personal Time Management contains record keeping forms for frequently called phone numbers personal notes day planner and monthly planner      National Library of Medicine Current Catalog National Library of Medicine (U.S.),      Current Catalog National Library of Medicine (U.S.), First multi year cumulation covers six years 1965 70      **American Book Publishing Record Cumulative 1998** R R Bowker Publishing,1999-03      **The British National Bibliography** Arthur James Wells,2003      Health Unit Coordinating Myrna LaFleur Brooks,1998-02-01 A textbook workbook for classroom use or independent study      **Subject Guide to Books in Print** ,1993      **Paperbound Books in Print 1995** Reed Reference Publishing,R5ference Reed,1995-12

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