

Fifth Edition

SKILLS PRACTICE MANUAL TO ACCOMPANY

Health Unit COORDINATING

formerly Unit Secretary



Myrna LaFleur Brooks

Elaine A. Gillingham



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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 Skills Practice Manual for Health Unit Coordinating Myrna LaFleur-Brooks, Winifred K. Starr, Patricia Schneider, 1986 Skills Practice Manual to Accompany Health Unit Coordinating Myrna LaFleur Brooks, Elaine A. Gillingham, 2004-02 Contains hands on practice with activities that reinforce material taught in the text chapters Appendix contains tear out generic hospital forms actual written physicians orders and Evaluation forms Skills Practice Software with Transcription of Physicians Orders CD ROM for Windows 95 is packaged with the manual containing audio activities for communication practice drug cards for referencing printable hospital forms HIPAA activities printable version of physicians orders and transcription of physicians orders *Skills Practice Manual for Health Unit Coordinating* Elaine Tight Gillingham, 2009 Health Unit Coordinating Myrna LaFleur-Brooks, 1998 Written by the founding president of the National Association of Health Unit Coordinators this edition examines the latest advances in health care delivery as well as innovations in the procedures used by health unit coordinators and unit clerks secretaries It presents the most up to date information on recent changes within the health care community and their impact on the duties of the health unit coordinator Detailed guidelines help readers improve their medical terminology professionalism communication and assertion skills Chapters have been added to this edition on psychiatry and pediatrics with expanded coverage of anatomic structures and medical terms

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