

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

**Daniel F McAuley**



## **Skills Practice Manual For Health Unit Coordinating:**

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Elaine A. Gillingham, Monica Wadsworth Seibel, 2008-05-08 This convenient money saving package includes Lafleur Brooks Health Unit Coordinating Lafleur Brook s Skills Practice Manual for Health Unit Coordinating and Lafleur Brooks Health Unit Coordinating Pocket Guide *LaFleur Brooks' Health Unit Coordinating* Elaine A. Gillingham, Monica Wadsworth Seibel, 2013-01-24 Get the most comprehensive in depth coverage on health unit coordinating from the industry s most popular text Expert authors Elaine Gillingham and Monica Wadsworth Seibel offer in depth discussion of key theories and concepts surrounding the profession and guide you through the common responsibilities of a health unit coordinator in both traditional and electronic medical record environments From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this text will prepare you for success across all areas of health unit coordination Certification Review Guide with mock certification exam is included on the Evolve site with every purchase of the book Step by step instructions on how to perform important procedures include in depth explanations of key tasks and possible modifications that would meet special requirements High Priority boxes throughout the text offer useful information such as lists of addresses organizations laboratory studies hospital specialties health unit coordinator career ladders helpful hints and more related to chapter discussions Example boxes in the Communication chapters present real life scenarios that outline the responsibilities of the health unit coordinator in each situation and offer tips on how you can conduct yourself in a 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

*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

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 Book jacket

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

**Health Unit Coordinating Pocket Guide** Myrna LaFleur Brooks, Elaine A. Gillingham, 2004 Conveniently organized to correspond with LaFleur Brooks and Gillingham's *Health Unit Coordinating* 5th Edition this innovative new pocket guide presents essential information in a highly portable and easy to access format Much of the information is presented in bulleted or numbered lists to emphasize key points or highlight guidelines for carrying out vital tasks Procedures give step by step instructions for performing duties such as patient admission discharge transfer and more In addition this handbook contains such practical features as the full glossary from *Health Unit Coordinating* 5th Edition as well as the Clinical Evaluation Record from the *Skills Practice Manual to accompany Health Unit Coordinating* Other useful appendices include abbreviations frequently used in doctors orders word elements common medical terms and personal time management pages It's an invaluable aid to students as well as those already

employed in health unit coordinating Boxed information provides important reference information related to HUC career possibilities and practical tips about the working environment and carrying out job responsibilities Procedures give step by step instructions for carrying out common HUC tasks Notes column in procedures provides detailed explanations of the steps and additional instruction Detailed Table of Contents helps readers to quickly find the specific information they need The glossary is reproduced in its entirety from Health Unit Coordinating 5th Edition Appendix C Medical Terms includes pronunciations and meanings for easy reference 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

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