

Fifth Edition

SKILLS PRACTICE MANUAL TO ACCOMPANY

Health Unit COORDINATING

formerly Unit Secretary



Myrna LaFleur Brooks

Elaine A. Gillingham



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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

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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 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,Reference Reed,1995-12 *Forthcoming Books* Rose Army,2003

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