

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

**Elaine A. Gillingham, Monica
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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

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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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