



LaFleur Brooks'

# HEALTH UNIT Coordinating

SEVENTH EDITION

Elaine A. Gillingham

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Wendy Selbel

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Health Unit Coordinating

# Health Unit Coordinating

**Elaine A. Gillingham, Monica  
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## **Health Unit Coordinating:**

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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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Being a Health Unit Coordinator Kay Cox-Stevens,2001-08 Retaining an emphasis on the patient centered approach Being A Health Unit Coordinator provides complete and current information on the topics that health unit coordinators must comprehend Moving from the simple to the complex it lays a foundation of skills necessary for all medical clerical workers and follows with more specific health unit coordinating procedures Included in this edition is new medication information the newest information on diagnostic and

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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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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



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