

<<健康机构协调>>

图书基本信息

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## 内容概要

Fully revised and up-to-date, the 5th edition of this popular resource offers the only comprehensive, in-depth coverage available on health unit coordinating. From greeting new patients to dealing with visitors, transcribing physicians' orders for patient treatment, maintaining statistical reports, preparing patient charts, and more... each chapter provides theory discussion of key topics. Application of this theory discussion is achieved through hands-on practice provided in the companion Skills Practice Manual. "Student Activity" boxes interspersed throughout the textbook direct students to the appropriate work activity to be practiced. Together, Health Unit Coordinating and the Skills Practice Manual offer outstanding, quality pedagogical features.. The text is abundantly illustrated with photographs, diagrams, and line illustrations for a better understanding of the chapter discussion. Instructor resources are available; please contact your Elsevier sales representative for details.

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