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Health Unit Coordinator: 21st Century Professional (Kuhns, Health Unit Coordinator)

By Kuhns, Donna J; Rice, Patricia Noonan; Winslow, Linda L.

Delmar Cengage Learning, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service!

Summary: Section 1 Health Unit Coordinating. Chapter 1 History of Health Unit Coordination. Chapter 2 Profession of Health Unit Coordinating. Chapter 3 Health Care Team. Chapter 4 Patient Care Delivery Systems. Section 2 Coordination of the Unit/Department. Chapter 5 Your Department. Chapter 6 Ancillary Departments. Chapter 7 Support Departments. Chapter 8 Administration. Chapter 9 Supplies and Service Management. Chapter 10 Healthy Environment/Safety. Section 3 Management of Information. Chapter 11 Confidentiality. Chapter 12 Patient Rights/Responsibilities. Chapter 13 Patient Care Record. Chapter 14 Admissions, Transfers, Dismissals. Section 4 Communications. Chapter 15 Communication Skills. Chapter 16 Communication Equipment. Chapter 17 Orientation and Training Personnel. Section 5 Critical Thinking. Chapter 18 Critical Thinking, Problem Identification and Resources, Prioritization, Decision Making, Multi-Tasking. Chapter 19 Diversity. Section 6 Medical Terminology. Chapter 20 Introduction to Medical Terms. Chapter 21 Body Structure. Chapter 22 Abbreviations/Symbols. Section 7 Order Transcription. Chapter 23 The Process. Chapter 24 Laboratory. Chapter 25 Diagnostics. Chapter 26 Nutrition Services. Chapter 27 Nursing. Chapter 28 Medication and Intravenous Therapy Orders. Chapter 29 Therapy. Chapter 30 Surgery, Pre and Post-operative. Chapter 31 Support Services. Chapter 32

Reviews

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-- **Dr. Everett Dicki DDS**

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