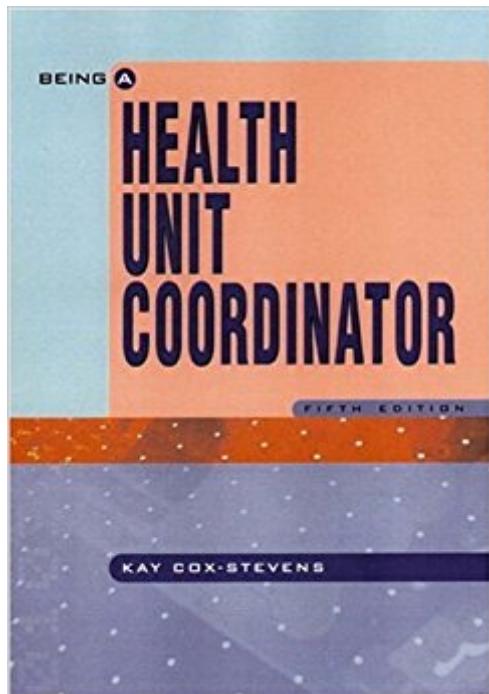


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Being A Health Unit Coordinator (5th Edition)



Synopsis

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 therapeutic orders, updated information on the impact of managed care on the health care facility, updated information on medical laws and ethics as well as review questions and learning activities. For students enrolled in unit coordinating programs or as a reference for those that are practicing.

Book Information

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Customer Reviews

Being A Health Unit Coordinator, 5e Kay Cox-Stevens Retaining an emphasis on the patient-centered approach, Kay Cox-Stevens' *Being A Health Unit Coordinator* continues to provide the information health unit coordinators must comprehend. This up-to-date text is appropriate for students enrolled in unit coordinating programs or as a reference for those that are practicing. It moves from the simple to the complex, laying a foundation of skills necessary for all medical-clerical workers, then follows with more specific health unit coordinating procedures. New medication information, review questions, learning activities, and updated chapter information, make the new Fifth Edition an even more current and complete reference for success. Features The

newest information on diagnostic and therapeutic orders. More information on the impact of managed care on the health care facility. New information on medical records management. An update on medical laws and ethics. An update on new medications. Learning activities with critical thinking questions. Other Titles of Interest Marshall, Being a Medical Clerical Worker, 2/e 0-8359-5147-2 McMiller, Being a Medical Records Clerk, 2/e 0-13-086493-5 Struck, Medical Office Pharmacology 0-8359-5290-8 Dodson, Being a Medical Information Coder, 2/e 0-8359-5333-5 Makely, The Health Care Workers Primer on Professionalism 0-8359-5483-8

This edition of Being a Health Unit Coordinator is once again prepared by Kay Cox-Stevens, R.N., M.A. She is a Professor of Health Sciences at Saddleback College in Mission Viejo, California, and owns a consulting business, Achiever's Development Enterprises. She is a former instructor of health unit coordinators. She is a founding member of NAHUC (The National Association of Health Unit Coordinators) and a former regional representative and Director of Education of that organization. She is the series editor for the Medical Clerical Series and for the Clinical Allied Health textbook series for Career Publishing.

After deciding to go back to school in a new field, I chose Health Unit Coordinator. It is one of the best ways to gain knowledge of the hospital setting and it never gets boring. This book is just one that I will be adding to my collection and even though there has been some changes (this was printed in 2002), it still has information that is relevant for today and has great resources for you to research. It was well written and easy to follow along with. A needed reference tool for your library and growth in the healthcare field.

I was very pleased with the used book I purchased for my Health Unit Secretary class. It was in great condition and saved me quite a bit of money. Also, it arrived sooner than I expected. I would definitely make another purchase like this.

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