



Health Unit Coordinator

Myrna LaFleur Brooks



Health Unit Coordinator:

Health Unit Coordinator Donna J. Kuhns, Patricia Noonan Rice, Linda L. Winslow, 2005 The book thoroughly explains the health unit coordinating profession and its responsibilities from the stages of a learner to a job seeker to a new employee to a seasoned health care team member The book can be used to learn the basics to prepare for the national certification exam as an on the job reference and as a training resource for the health unit coordinator preceptor The book addresses the health care environment and team members and the health unit coordinator's role in that environment in effectively transcribing the physician's orders and coordinating the non clinical tasks

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 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

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

Being a Health Unit Coordinator Kay Cox, Hospital Research and Educational Trust, 1998 Moving from simple to complex concepts this book provides the basic easy to understand current information necessary to perform the duties of a health unit coordinator unit secretary ward clerk and so on Contains updated and current information including the new standard precautions and isolation procedures Includes expanded medical terminology and the chapter on medication includes the generic terms for the drugs This book gives many opportunities for real life practice in performing health unit coordinator procedures For practicing unit coordinators and those enrolled in unit coordinating programs

Being a Health Unit Coordinator Kay Cox, 1984 Moving from simple to complex concepts this book provides the basic easy to understand current information necessary to perform the duties of a health unit coordinator unit secretary ward clerk and so on Contains updated and current information including the new standard precautions and isolation procedures Includes expanded medical terminology and the chapter on medication includes the generic terms for the drugs This book gives many opportunities for real life practice in performing health unit

coordinator procedures For practicing unit coordinators and those enrolled in unit coordinating programs **Health Unit Coordinator**, 2014 **Health Unit Coordinator** Donna J. Kuhns, Patricia Noonan Rice, Linda L. Winslow, 2008 The role of the 21st century health unit coordinator is one that requires constant education and awareness of the changes in technology and health care Whether you are an experienced health unit coordinator or just entering the field this review and practice resource will help you prepare for the National Association of Health Unit Coordinators certification exam Exercises and activities such as tear out worksheets and crossword puzzles provide a variety of ways to review and reinforce content This resource is also a unique tool for job preparation *LaFleur Brooks' Health Unit Coordinating* Elaine A. Gillingham, Monica Wadsworth Seibel, 2013-02-01 Get the most comprehensive in depth coverage on health unit coordinating from the industry's most popular text Expert authors Elaine Gillingham and Monica Wadsworth Seibel offer in depth discussion of key theories and concepts surrounding the profession and guide you through the common responsibilities of a health unit coordinator in both traditional and electronic medical record environments From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this text will prepare you for success across all areas of health unit coordination Certification Review Guide with mock certification exam is included on the Evolve site with every purchase of the book Step by step instructions on how to perform important procedures include in depth explanations of key tasks and possible modifications that would meet special requirements High Priority boxes throughout the text offer useful information such as lists of addresses organizations laboratory studies hospital specialties health unit coordinator career ladders helpful hints and more related to chapter discussions Example boxes in the Communication chapters present real life scenarios that outline the responsibilities of the health unit coordinator in each situation and offer tips on how you can conduct yourself in a professional and helpful manner Bad handwriting examples give you experience deciphering hard to read handwriting that you will encounter in practice Student friendly features such as outlines chapter objectives vocabulary and abbreviations are included at the beginning of each chapter to set the stage for the important information to be covered later in the chapter References within the text to the companion skills practice manual and online tools direct you to hands on exercises that stress the practical applications of skills and procedures in a simulated health care environment NEW Expanded coverage of the EMR CPOE explains how the implementation of the electronic medical record CPOE is changing the role of the Health Unit Coordinator UPDATED Coverage of medications diagnostic procedures therapies surgical procedures and new health care trends keep you up to date on how to perform your role effectively in today's medical environment NEW Hot topics in health unit coordinating keep you abreast of issues currently affecting the health unit coordinator such as the electronic health record CPOE physician order entries preceptorships and interviewing background checks are addressed NEW Additional student activities are included in each chapter to help reinforce material expand your critical thinking and application skills and prepare you for exams NEW

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