

Health Unit Coordinator

A Guide for Certification Review
and Job Readiness



Donna J. Kuhns
Patricia N. Rice
Linda L. Winslow

Study Guide For Health Unit Coordinator

John T. Finnell, Brian E. Dixon



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Certification Review for Health Unit Coordinators Myrna LaFleur-Brooks, Elaine Tight Gillingham, 1994-11 This guide is designed to prepare students for the National Health Unit Coordinator Examination Multiple choice questions cover theory and practice giving readers the opportunity to confirm their knowledge of admitting and discharging patients coordinating activities and more **LaFleur Brooks' Health Unit Coordinating** Elaine A. Gillingham, Monica Wadsworth Seibel, 2013-01-24 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

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