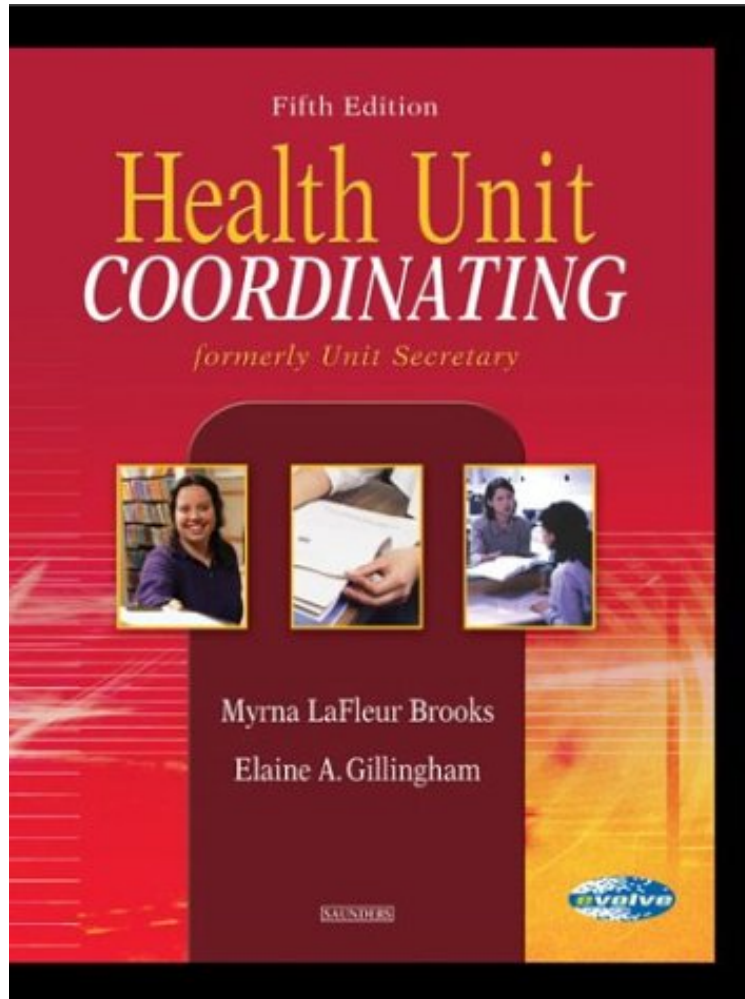


## Health Unit Coordinating, 5e

*Myrna Lafleur Brooks, Elaine Tight Gillingham*  
ePub | \*DOC | audiobook | ebooks | Download PDF



#3966110 in Books Saunders 2004-02-03 Original language: English PDF # 1 1.03 x 8.58 x 10.821, #File Name: 0721600999608 pages | File size: 32.Mb

**Myrna Lafleur Brooks, Elaine Tight Gillingham : Health Unit Coordinating, 5e** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Health Unit Coordinating, 5e:

1 of 1 people found the following review helpful. This book helped me pass the exam!!! I'm a CHUCBy Kendra7288If you are studying to pass the Certified Health Unit Coordinator exam, this book is TRUE TO LIFE about the possible questions that could be on the exam!!!! I just took the exam on 3/9/2014 and passed. Just be forewarned, the exam is NOT easy and you definitely need a good handle on medical terminology in order to answer many of the questions... I mean, better than you think.4 of 4 people found the following review helpful. Health Unit Coordinating Certification ReviewBy suzalgreat book, very helpful! just what i needed for my test to get certified as a Health Unit Coordinator , well worth the money.0 of 0 people found the following review helpful. GreatBy LisaAs described

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. Student Activity boxes direct readers to hands-on exercises in the Skills Practice Manual that reinforce what they have just learned. Exercises stress practical application of skills and procedures in a simulated health care environment. Information Alert boxes summarize material or point out essential information related to the text discussion. Objectives inform readers of what they will be expected to know after studying the chapter. Terms with definitions are introduced prior to chapter discussions, ensuring that information is understandable. Boxes offer useful information such as lists of addresses, organizations, lab studies, hospital specialties, health unit coordinators' career ladders, helpful hints, and more, as related to chapter discussions. Example boxes in the Communication chapters present scenarios that could occur in real life, explaining the responsibilities of the HUC in such situations and how to behave in a professional and helpful manner. Procedures in certain chapters provide step-by-step instruction - giving an in-depth explanation of the task, while also informing readers of other actions that may be necessary so readers learn to look at each case for its special requirements. Tables list information in a concise format for ease of comparison and retention. Summaries at the end of every chapter succinctly summarize chapter text discussion. Review questions at the end of chapters, with answers in the back of the book, offer a variety of question types such as fill-in-the-blank, matching, and multiple choice to help readers effectively review the material. Topics for Discussion following end-of-chapter review questions challenge students to think independently and develop problem-solving skills. A new user-friendly Windows-based CD packaged in the Skills Practice Manual gives readers the opportunity to practice skills on the computer as they would perform them on the job, using state-of-the-art software that simulates a hospital's computer ordering system. Minimum requirements: Windows 95, PC only, networkable. Abbreviations and meanings, now updated to include current, commonly used abbreviations, introduce abbreviations that HUCs will hear, see, and use in their everyday experiences on the job - followed by exercises that help readers memorize abbreviations. Outlines at the beginning of chapters introduce readers to what they will encounter in the chapter, offering a glimpse of how the topics progress and connect. Attractive, sophisticated, two-color page design, draws readers in and makes the material more user-friendly. New, current photographs showing HUCs performing on-the-job tasks helps students understand how the material they are learning reflects job responsibilities

From the Author Myrna LaFleur Brooks, BEd, RN, CHUC, Founding President of the National Association of Health Unit Clerks/Coordinators, Chairperson, Health Science Division, GateWay Community College, Phoenix, AZ; and Elaine Tight Gillingham, BS, CHUC, Director, Health Unit Coordinator Program, Gateway Community College, Phoenix, AZ