

Medical Receptionists and Secretaries Handbook

Fourth Edition

Mari Robbins

Medical Receptionists And Secretaries Handbook

Medical Receptionists And Secretaries Handbook

Mari Robbins

Medical Receptionists And Secretaries Handbook **Medical Receptionists And Secretaries Handbook:**

Medical Receptionists and Secretaries Handbook Mari Robbins,2006 The volume provides a concise but comprehensive manual for use as both a college text and a practical reference for receptionists and secretaries in hospitals and general practice **Handbook for Hospital Secretaries and Receptionists** Lesley Cody,2017-08 This guide is designed for the hospital medical secretary receptionist and contains useful information on the following Secretarial duties Hospital departments A chapter on each medical specialty Medical terminology relevant to each specialism Investigations and procedures Sample letters and reports Commonly prescribed drugs in each specialty Commonly used medical abbreviations Word elements roots prefixes and suffixesIn a hospital setting medical secretaries are often known as personal assistants and support one or more specialist consultants They are likely to be based in a specific department for example paediatrics child health or cardiology heart care This book will be particularly useful to the temporary medical secretary or float secretary who may be called upon to work in any speciality at short notice and will often find themselves thrown in at the deep end It will also be a valuable resource for the secretary in a GP practice

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National Library of Medicine (U.S.),1983 First multi year cumulation covers six years 1965-70 Develop Your Interpersonal and Self-Management Skills Karen Stainsby,Hussain Gandhi,2016-07-06 This work contains forewords by Richard McDonough and Mari Robbins respectively a Member of Council The Association of Medical Secretaries Practice Managers Administrators and Receptionists AMSPAR and a former college lecturer in health studies and a management and training consultant I wrote this book to help you in your work role to provide information and practical suggestions A large part of what you do involves communicating with other people colleagues patients relatives carers and the general public Given the complexities vulnerabilities and sometimes demanding behaviour of other people this may at times be an arduous task Healthcare jobs take their toll on people and being able to manage the various demands without being ground down is a great challenge This book will help to affirm and build upon what you already know in a way that supports both you and your work Karen Stainsby in the Preface

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