

A woman with dark hair tied back, wearing blue medical scrubs, is seated at a white desk in an office environment. She is looking towards the right side of the frame, where a computer monitor is partially visible. Her hands are positioned over a black keyboard. On the desk in front of her is a tablet device. The background is a bright, out-of-focus window. A semi-transparent dark banner with white text is overlaid across the middle of the image.

HEALTH UNIT COORDINATOR CERTIFICATE

Health Unit Coordinator Certification Study Guide

Leonard Kranzler, Aikaterini Panteli



Health Unit Coordinator Certification Study Guide:

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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

Health Unit Coordinating Myrna LaFleur-Brooks, 2004 Fully revised and up to date the fifth edition of this popular resource is the only book of its kind to offer complete coverage of health unit coordinating From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this outstanding book features in depth discussions of health unit coordination theory and concepts Book jacket

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 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 Flashcards on Evolve help you review important terminology and abbreviations that you will use on the job

Health Unit Coordinator Education Program Procedure Guide ,2006

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Resources in Education ,1997-10 *Consumer Sourcebook* ,2005 *Preparing for the National Association Health Unit Coordinator Certification Exam* Carol Heidmann,1990*

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