图书基本信息

- 书名: <<健康机构协调实践技能手册>>
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内容概要

This work contains hands-on practice with activities that reinforce material taught in the text chapters. The appendix contains tear-out generic hospital forms, actual written physicians' orders, and Evaluation forms. "Skills Practice Software with Transcription of Physicians' Orders CD-ROM for Windows 95" is packaged with the manual, containing audio activities for communication practice, drug cards for referencing, printable hospital forms, HIPAA activities, printable version of physicians' orders, and transcription of physicians' orders.

书籍目录

SECTION 1 Orientation to Hospitals, Medical Centers, and Health Care Communication Devices and Their Uses SECTION 2 Personal and Professional Skills Management Techniques and Problem-Solving Skills for Health Unit Coordinating SECTION 3 The Patient's Chart and Transcription of Doctors' Orders The Patient's Chart Patient Activity, Patient Positioning, and Nursing Observation Orders Nursing Treatment Orders Dietary Orders Medication Orders Laboratory Orders and Recording Telephoned Laboratory Results Diagnostic Imaging Orders Other Diagnostic Studies Treatment Orders Miscellaneous Orders SECTION 4 Health Unit Coordinator Procedures Admission, Preoperative, and Postoperative Procedures Recording Vital Signs, Ordering Supplies, Daily Diagnostic Tests, and Filing Appendix A Physicians' Order Sheets Appendix B Generic Hospital Forms and Examples of Computer Screens That May Be Used as Ordering Requisitions When Computers Are Not Available Appendix C The Clinical Evaluation Record

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