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procedures that occur in daily practices. Numerous examples of letters, procedural policies, and forms are included for hands-on learning. Students will also have the opportunity to practice students must first understand the fundamentals of managing the medical office in order to develop the expertise they need to successfully teach staff, train new personnel, and audit second chapter of each unit covers the skills and responsibilities of the manager in relation to the topics being covered. From personnel management to compliance with regulatory agencies, medical office setting. The first chapter in each unit introduces students to the basics of medical practice management and the roles of each staff member within the healthcare facility, The Advanced Business INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT uses a unique, two-tiered approach in each unit to help students become successful managers in any

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an easy pronunciation guide and simplified translation of word parts essential features for learning to use scientific and medical terminology! NEW! Updated content reflects more questions in each chapter reinforce learning by prompting you to review what you have just read. UNIQUE! Comprehensive glossary includes more terms than in similar textbooks, each with

the interrelation of body systems and how the structure and function of these change in relation to age and development. Interesting sidebars include boxed features such as Language of

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weaknesses, covering fractions, decimals, percentages, and ratio and proportion. Post-Test in Unit One allows students to assess and evaluate their understanding after completing the

calculation and patient safety. Safety Alert! boxes highlight common medication errors and identify actions that must be taken to avoid calculation errors. Chapter Review problems test

generic/Canadian drug names are included throughout the text. Practice problems and real-world examples help students master correct dosage calculations and safe medication

medication errors. Reflecting current practice in Canadian health care, this book also provides excellent preparation for Canadian licensure exams! SI measurement units and

ratio and proportion, formula, and dimensional analysis. With the increasing responsibility of the nurse in mind, emphasis is placed on critical thinking and clinical reasoning in preventing

step approach to make drug dosage calculations easy. More than 2,000 practice questions help you review basic math and then master the three standard methods of dosage calculation:

College Biology Volume 2 of 3 Learn to calculate dosages accurately and administer drugs safely! Gray Morris s Calculate with Confidence, Second Canadian Edition uses a clear, step-by-

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