

Your Career in Administrative Medical Services, 1e

Roberta C. Weiss LVN EdD

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Roberta C. Weiss LVN EdD : Your Career in Administrative Medical Services, 1e before purchasing it in order to gage whether or not it would be worth my time, and all praised Your Career in Administrative Medical Services, 1e:

This practical reference takes a multi-occupational approach, aimed at increasing readers' employability. Background information is provided on anatomy and physiology, medical disease processes, medical terminology, medical ethics and legal aspects. In addition, there is employment and job-seeking advice, certification and licensing guidance, and administrative, supervisory and leadership concepts. There are end-of-chapter review questions and summaries, and other features of the text include: lesson plans; vocabulary words; teaching methodologies; hands-on competency sheets and evaluation forms; role-playing activities; quizzes, test and test-bank; and transparency masters/slide set.