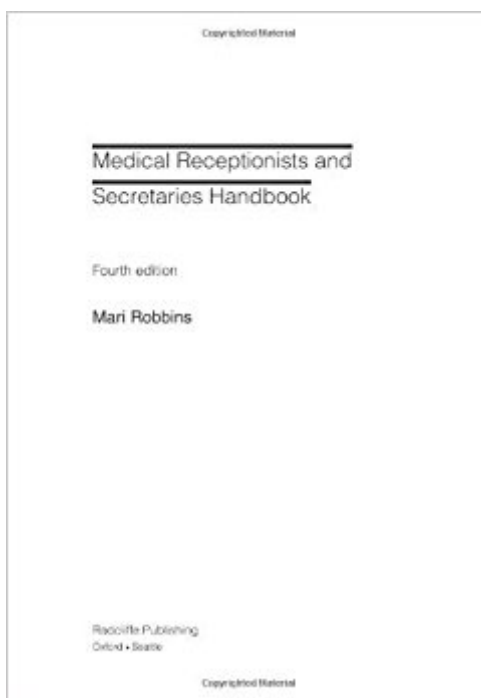


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Medical Receptionists And Secretaries Handbook



Synopsis

This best-selling classic has now been fully revised, expanded and updated. It has established itself over ten years and with three previous editions as the essential handbook for study and daily reference. "Medical Receptionists and Secretaries Handbook, Fourth Edition" contains vital information for all staff, enabling them to work efficiently and effectively both within the NHS and private medical sectors. It encourages an understanding of the importance of administrative staff in providing high standards of patient care and promotes teamwork throughout the whole healthcare environment. No medical receptionist, secretary or healthcare administrator should be without it!

Book Information

File Size: 2924 KB

Print Length: 368 pages

Publisher: CRC Press; 4 edition (March 15, 2006)

Publication Date: December 31, 1995

Sold by:Â Digital Services LLC

Language: English

ASIN: B004LGTSPW

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #2,962,773 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #97

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