

# HANDBOOK FOR HOSPITAL MEDICAL SECRETARIES AND RECEPTIONISTS



*Terminology relevant to  
each specialism*



*Information on the  
various hospital  
departments*



*Sample letters and medical  
reports*

by **Lesley Cody BA(Hons)Lit**

Advanced Diploma for Medical Secretaries ADMIS

# Handbook For Hospital Secretaries

**Mari Robbins**



## **Handbook For Hospital Secretaries:**

*Handbook for Hospital Secretaries and Receptionists* Lesley Cody, 2017-08 This guide is designed for the hospital medical secretary receptionist and contains useful information on the following Secretarial duties Hospital departments A chapter on each medical specialty Medical terminology relevant to each specialism Investigations and procedures Sample letters and reports Commonly prescribed drugs in each specialty Commonly used medical abbreviations Word elements roots prefixes and suffixes In a hospital setting medical secretaries are often known as personal assistants and support one or more specialist consultants They are likely to be based in a specific department for example paediatrics child health or cardiology heart care This book will be particularly useful to the temporary medical secretary or float secretary who may be called upon to work in any speciality at short notice and will often find themselves thrown in at the deep end It will also be a valuable resource for the secretary in a GP practice      **Handbook for Hospital Secretaries** Ann E. Lobdell, 1987-01-01

**Handbook for the Hospital Medical Secretary** J. Griffiths, 1993-08-27 This is the first book written for medical secretaries working in a hospital It will be of particular value to the temporary secretary who may be required to work in any speciality at short notice in addition to those undertaking a formal training and secretaries in post The author introduces the various departments and staff within the hospital setting explains basic anatomical terms and the importance of mastering medical terminology The main specialities are covered in some detail and are richly illustrated with samples of letters and reports      **Medical Receptionists and Secretaries Handbook** Mari Robbins, 2006 The volume provides a concise but comprehensive manual for use as both a college text and a practical reference for receptionists and secretaries in hospitals and general practice

**Medical Receptionists and Secretaries Handbook** Mari Robbins, 2017-11-22 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      The Medical Secretary's and Receptionist's Handbook Michael

Drury, Marion Collin, 1986      *Handbook of the Hospital Corps, United States Navy, 1949* United States. Navy Department. Bureau of Medicine and Surgery, 1949      **Handbook of the Hospital Corps**, 1939      **The Secretary's Handbook** Sarah Augusta Taintor, Kate M. Monroe, 1929      Handbook for the Medical Secretary Miriam Bredow, 1963      *Handbook of the Hospital Corps, United States Navy* United States. Navy Department. Bureau of Medicine and Surgery, 1959      **Handbook of the Hospital Corps, United States Navy** United States. Navy Dept. Bureau of Medicine and Surgery, 1923      **A Complete Handbook for the Hospital Corps of the U. S. Army and Navy and State Military Forces** Charles Field

Mason,1906      **Handbook of the Hospital Corps, United States Navy. 1939** United States. Navy Department. Bureau of Medicine and Surgery,1939      Hospital Corps Handbook ,1928      *Handbook of the Hospital Corps, United States Navy, 1953* United States. Navy Department. Bureau of Medicine and Surgery,1953      *Hospital Corps Handbook, United States Navy, 1923* United States. Navy Department. Bureau of Medicine and Surgery,1923      Handbook of the Hospital Corps, United States Navy, 1953 United States. Navy Dept. Bureau of Medicine and Surgery,1953      **Annual Reports of the Secretary of War** United States. War Department,1918      *Annual Report of the Secretary of War* United States. War Department,1918

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