

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

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