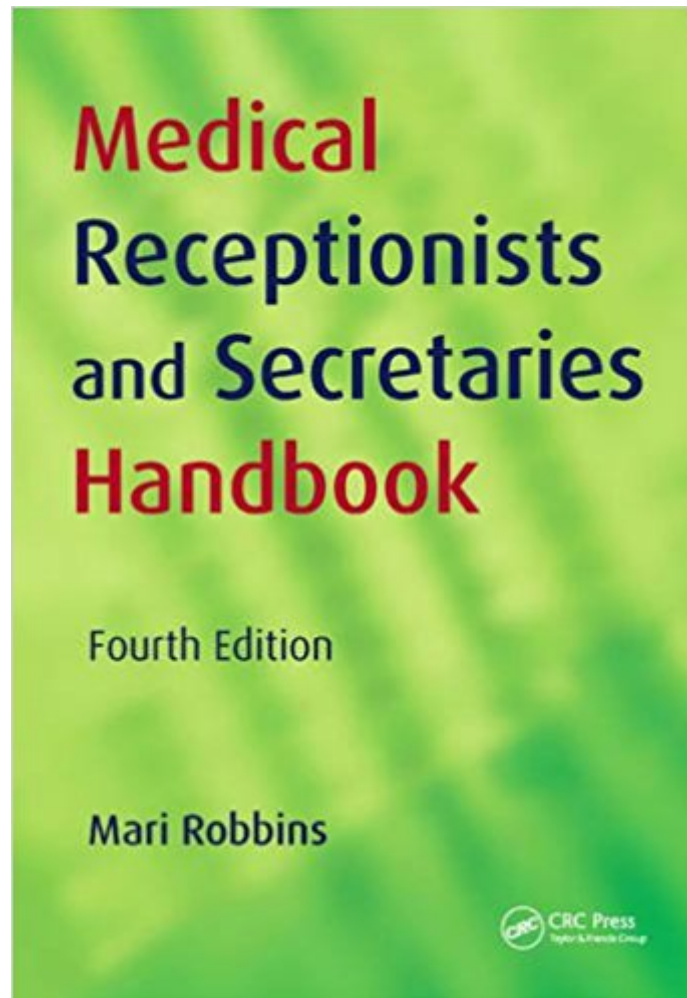




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# Medical Receptionists And Secretaries Handbook, 4th Edition



## 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

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"Contains essential information for administrative staff, and teaches them the skills they need to work effectively.' Practice Manager"

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