

Grammar and Writing Skills for the Health Professional

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Extremely student friendly, GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3e, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable resource that can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text's unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

Doreen Villemaire Oberg, M.Ed, RN, CMA, has enjoyed a vast array of experiences during her career as nurse, teacher, and administrator. As a nurse she has worked in intravenous therapy, PACU, ICU, and pediatric nursing. As a teacher she has taught courses for practitioners ranging from administrative personnel through the clinical sciences to medical assistants and health professionals at the college level. As an administrator she brought her medical and educational knowledge together as chairperson of a growing medical assistant program in New England, where she was involved in the development, evolution, and opening of several medical assisting programs. Now she is semi-retired and lives in Florida. "The reorganization of the text is how the course should be presented to the student during the semester. I really liked that a real world application component was added to each chapter."

"I truly appreciate the completeness with which this text provides real-world applications for the medical professional while assisting the fine tuning of grammatical and syntactical sense. This text will provide material for much career-based and communication based discussion for the growth of all."

"The new edition is organized and the content is relevant and easily applicable to the medical field. Students will be able to recognize the benefit of what they are learning and how it directly applies to their chosen field. There is a wide variety of instructional content and the appendices provide an additional element with a varied approach to meet the needs of all learners."

Other Books

Write Effectively. Many people are surprised by the range of what they have to write: reports, letters, applications, minutes, essays, protocols, policy statements, articles...the list goes on. They also have to face a constant procession of emails, which people tend not to count as 'real writing', but which are every bit as important - and which even the decisive can take two hours or more a day to deal with. At the same time we seem particularly ill-prepared for all this writing. The task is badly defined, time-consuming and difficult. Courses on how to do it are rare. Agreement on 'good writing' seems to be rarer still and the whole process often appears to be more about internal power squabbles than external communication. Not surprisingly, many writers in the health services dislike it and avoid it whenever possible. Others proceed reluctantly, without confidence - and without any

satisfaction at the end of each writing task. This book sets out to help you by showing you what writing is all about. It will give you some tools that will enable you to do it with confidence. I would be lying if I said that you will come to enjoy writing (some suffering is inevitable, even desirable), but as you go through this book you should be able to approach each writing task in a more confident manner, and therefore your output should be more effective. More important, you should be able to take control of your writing, and once you have grasped the essentials you will have a powerful tool to help you achieve your goals.

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