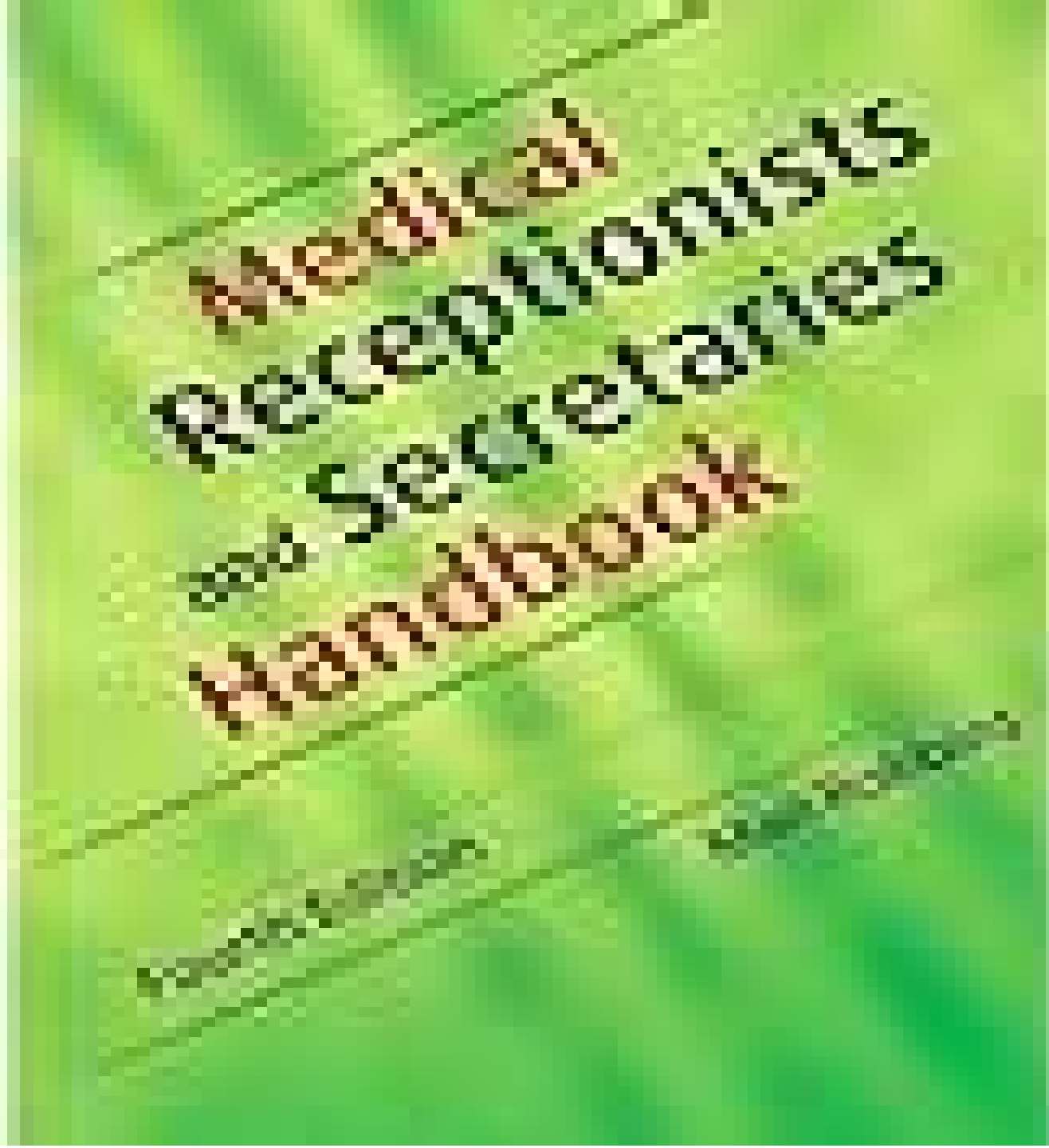




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The Medical Secretary's and Receptionist's Handbook Michael Drury,1981-01

Develop Your Interpersonal and Self-Management Skills Karen Stainsby,Hussain Gandhi,2018-04-19 This work contains forewords by Richard McDonough and Mari Robbins respectively a Member of Council The Association of Medical Secretaries Practice Managers Administrators and Receptionists AMSPAR and a former college lecturer in health studies and a management and training consultant I wrote this book to help you in your work role to provide information and practical suggestions A large part of what you do involves communicating with other people colleagues patients relatives carers and the general public Given the complexities vulnerabilities and sometimes demanding behaviour of other people this may at times be an arduous task Healthcare jobs take their toll on people and being able to manage the various demands without being ground down is a great challenge This book will help to affirm and build upon what you already know in a way that supports both you and your work Karen Stainsby in the Preface

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Occupational Outlook Handbook ,1996 Describes 250 occupations which cover approximately 107 million jobs

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