



Medical Office Pharmacology

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This comprehensive, easy-to-use — and understand — reference book contains all the “need to know” components of pharmacology for medical office personnel, both front and back office. It assembles inclusive rules, guidelines, abbreviations, drug lists, and pharmacology terminology for a wide variety of medical office employees, and contains practical applications for their related settings. Chapter topics cover drug sources and forms; drug dosages and effects; routes, methods, and documentation of medication administration; measurements and dosage calculations; measurement and dosage punctuation rules; understanding prescription slips and prescription labels; drug classifications, actions, and examples; commonly used abbreviations and symbols; medical terminology elements; commonly prescribed drugs; and look-alike sound-alike drugs. For medical secretaries, administrative secretaries, receptionists, transcriptionists, coders, and assistants. Previously announced in July 2000 catalog.



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