



Handbook for the Hospital Medical Secretary

J. Griffiths

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This is the first book written for medical secretaries working in a hospital. It will be of particular value to the temporary secretary who may be required to work in any speciality at short notice, in addition to those undertaking a formal training and secretaries in post. The author introduces the various departments and staff within the hospital setting, explains basic anatomical terms and the importance of mastering medical terminology. The main specialities are covered in some detail and are richly illustrated with samples of letters and reports.

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