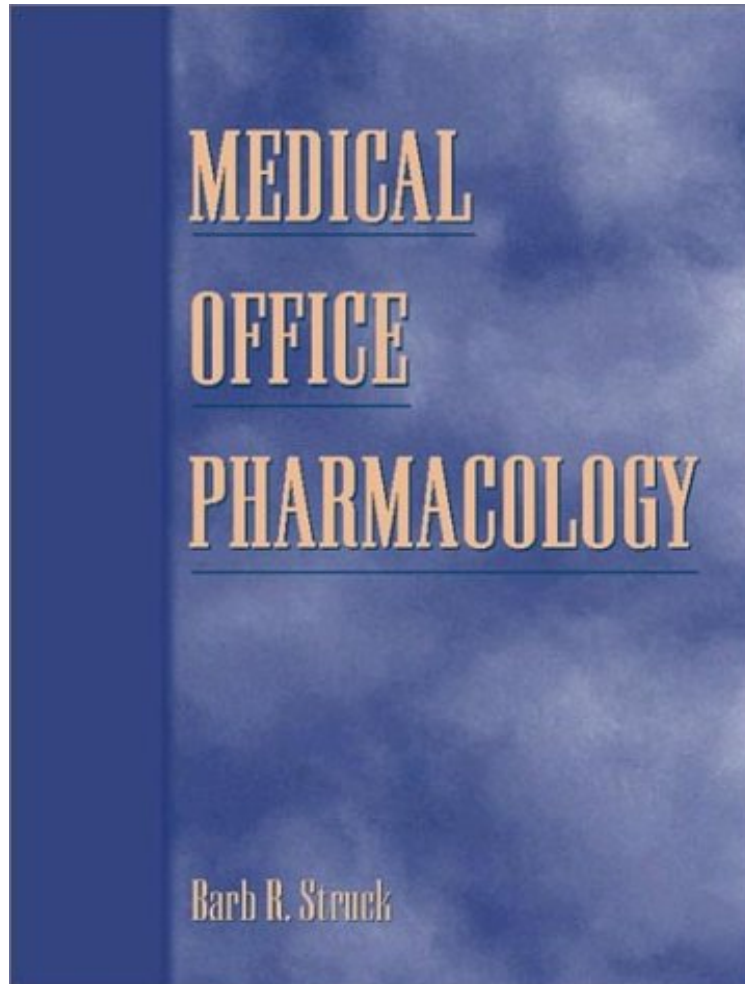


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## Medical Office Pharmacology

*Barb R. Struck RHIT*

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**Barb R. Struck RHIT : Medical Office Pharmacology** before purchasing it in order to gage whether or not it would be worth my time, and all praised Medical Office Pharmacology:

0 of 0 people found the following review helpful. Five StarsBy aleyda michelThe book i needed0 of 0 people found the following review helpful. Five StarsBy DianeVery well written and easy to follow.

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.

From the Inside Flap Preface This text comes to you with much pride, excitement, and satisfaction! Each chapter in this book was written, reviewed, rewritten, re-reviewed, for the majority of the last 4 years. Without the commitment of my pharmacist consultant and the reviewers who provided their knowledge, experience, and expertise, this text could not have been published. Every critique was invaluable and every comment, positive as well as negative, was appreciated. I am truly grateful for the assistance I received. Medical Office Pharmacology was designed specifically for use in secretarial teaching facilities, vocational/technical schools, and community colleges, and is intended for use in the following programs: Medical Receptionist, Medical Secretary (both diploma and degree), Medical Transcription, and Medical Diagnostic Coding. Because it is designed as an entry-level text, it is also appropriate for first semester Medical Assistant students. It can be used as a stand-alone text or incorporated as a supplement with other required textbooks. To maximize student learning, the text should be used in conjunction with or following a medical terminology course. Key Features: Easy readability to meet the learning needs of all students. Learning objectives are clearly listed at the beginning of each chapter. These objectives address the concepts the learner should understand and allow immediate feedback on progress. Practice exercises challenge the learner's knowledge and application of the material presented. The review exercises at the end of the chapters focus on main objectives and reinforce the most important points in the chapter. There are a wide variety of exercises ranging from multiple choice, short answer, matching, true/false, and fill-in-the-blanks. Comprehensive appendices for quick reference of commonly used abbreviations and symbols, medical terminology elements, commonly prescribed drugs, and look-alike sound-alike drugs. A comprehensive Instructor's Manual includes chapter objectives, a sample syllabus, a sample final exam with answers, and provides answers to the student's review questions.

From the Back Cover Medical Office Pharmacology Barbara Struck Medical Office Pharmacology is the first pharmacology book to specifically address the needs of medical secretaries and other medical office workers. This practical, straightforward book covers basic pharmacology concepts such as drug terminology, abbreviations, drug effects, dosages, and how to use drug reference books. In addition to being a stand-alone text, this book can also serve as a supplement in a medical office procedure course or a self-review for practicing professionals. Medical Office Pharmacology presents everything medical office workers need to know on the job in an accessible, easy-to-read format. Features: Concepts are presented in short, manageable chapters to enhance learning. Built-in workbook exercises provide reinforcement and self-appraisal. Tables, illustrations, and diagrams throughout the book bring pharmacology concepts to life. Comprehensive appendices provide a quick reference of commonly used abbreviations and symbols, medical terminology elements, commonly prescribed drugs, and look-alike/sound-alike drug names. Excerpt. Reprinted by permission. All rights reserved. Preface This text comes to you with much pride, excitement, and satisfaction! Each chapter in this book was written, reviewed, rewritten, re-reviewed, for the majority of the last 4 years. Without the commitment of my pharmacist consultant and the reviewers who provided their knowledge, experience, and expertise, this text could not have been published. Every critique was invaluable and every comment, positive as well as negative, was appreciated. I am truly grateful for the assistance I received. Medical Office Pharmacology was designed specifically for use in secretarial teaching facilities, vocational/technical schools, and community colleges, and is intended for use in the following programs: Medical Receptionist, Medical Secretary (both diploma and degree), Medical Transcription, and Medical Diagnostic Coding. Because it is designed as an entry-level text, it is also appropriate for first semester Medical Assistant students. It can be used as a stand-alone text or incorporated as a supplement with other required textbooks. To maximize student learning, the text should be used in conjunction with or following a medical terminology course. Key Features: Easy readability to meet the learning needs of all students. Learning objectives are clearly listed at the beginning of each chapter. These objectives address the concepts the learner should understand and allow immediate feedback on progress. Practice exercises challenge the learner's knowledge and application of the material presented. The review exercises at the end of the chapters focus on main objectives and reinforce the most important points in the chapter. There are a wide variety of exercises ranging from multiple choice, short answer, matching, true/false, and fill-in-the-blanks. Comprehensive appendices for quick reference of commonly used abbreviations and symbols, medical terminology elements, commonly prescribed drugs, and look-alike sound-alike drugs. A comprehensive Instructor's Manual includes chapter objectives, a sample syllabus, a sample final exam with answers, and provides answers to the student's review questions.