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# MEDICAL OFFICE POLICY AND PROCEDURE MANUAL

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# Policy And Procedure Manual For Gastroenterology Office

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## **Policy And Procedure Manual For Gastroenterology Office:**

*Government Periodicals and Subscription Services*, 1975      **Publication Catalog of the U. S. Department of Health, Education and Welfare** United States. Department of Health, Education, and Welfare, 1979      *Publication Catalog of the U.S. Department of Health and Human Services* United States. Department of Health and Human Services, 1980      **Manual of Gastrointestinal Procedures** Marilyn Schaffner, 1994      Gastroenterology Nursing Kathleen Domkowski, Nancy Schlossberg, 1998 This book is the official publication of the Society of Gastroenterology Nurses and Associates This text encompasses all aspects of practice including professional issues and standards anatomy physiology and pathophysiology of the GI system patient care using the nursing process diagnostic procedures pharmacologic intravenous and nutritional interventions and gastro enterologic therapies and complications Chapters include a statement of purpose and learning objectives case studies with related questions and suggested responses as well as terms and questions for review The appendix includes an answer key for review questions and a complete list of the role delineations Competencies developed by The Certifying Board of Gastroenterology Nurses and Associates in conjunction with Professional Examination Service PES and members at large of the Society of Gastroenterology Nurses and Associates Presents content in a functional format and appropriate language level to accommodate all levels of professionals and associates working in the field of gastroenterology Offers review terms and questions to reinforce key content Bridges theory and practice through discussion of the nursing process to prepare readers for the chapters on technical aspects of endoscopy and gastroenterology nursing Provides Case Situations followed by Points to Think About and Suggested Responses to assist readers in applying the material and evaluating their responses with the author's view Offers current 1997 JCAHO standards of care to include patient family education Offers revised 1997 Competencies that document the ability to perform essential job functions Provides current information on conscious sedation and recovery and discharge criteria Incorporates principles of managed care to recognize the impact on budget management Includes discussion of central venous catheters and intravenous therapy to assist with the responsibilities of patient observation and routine IV care Expands content of biliary stents to familiarize readers with the new types of stents on the market wire mesh Transjugular Intrahepatic Portosystemic Shunt TIPS Examines and discusses endoscopic ultrasound and small bowel enteroscopy and pancreatic and small bowel manometry An official publication of the SGNA Text is a comprehensive resource for the certification exam to assist readers in obtaining certification Features a new chapter titled Surgical Procedures and discusses esophageal surgery nursing considerations gastroduodenal surgery pancreatobiliary surgery surgical diseases of the colon and colorectal surgery      **Saunders Manual of Medical Office Management** Alice Anne Andress, 1996 This remarkably practical resource gives you one stop access to all of the medical office management techniques you need You'll find detailed guidance on technical skills like management of appointments and schedules health insurance billing and use of office automation systems as well as advice on personnel management

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