



Grammar and Writing Skills for the Health Professional (Math and Writing for Health Science)

By Lorraine Villemare, Doreen Oberg



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The rules and standards of The Health Insurance Portability and Accountability Act (HIPAA) make it more important than ever that health professionals be clear in their written communications. Grammar and Writing Skills for the Health Professional, 2e applies the fundamentals of English grammar and the writing process to sentence and paragraph structures used in medical reporting, charting and documentation. This book focuses exclusively on the writing concerns of the health care worker and is perfect for you to use in class and as a reference.

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Review

1. Guidelines for Effective Writing 2. Nouns (Medical Letter) 3. Pronouns (Memo and Electronic Mail) 4. Verbs (Medical Records) 5. Sentences (Charting and Documenting) 6. Punctuation (medical reports: History and Physical) 7. Adjectives Medical Reports: Radiology, Pathology, Discharge Summary, Operative) 8. Adverbs (Phone Messages, Facsimile, Minutes of a Meeting) 9. Prepositions and Conjunctions (Research, Manuscript, Grant) 10. Clauses, Phrases Promotional Writing 11. Paragraphs

About the Author

Doreen Villemaire Oberg, M.Ed, RN, CMA, has enjoyed a vast array of experiences during her career as nurse, teacher, and administrator. As a nurse she has worked in intravenous therapy, PACU, ICU, and pediatric nursing. As a teacher she has taught courses for practitioners ranging from administrative personnel through the clinical sciences to medical assistants and health professionals at the college level. As an administrator she brought her medical and educational knowledge together as chairperson of a growing medical assistant program in New England, where she was involved in the development, evolution, and opening of several medical assisting programs. Now she is semi-retired and lives in Florida.

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