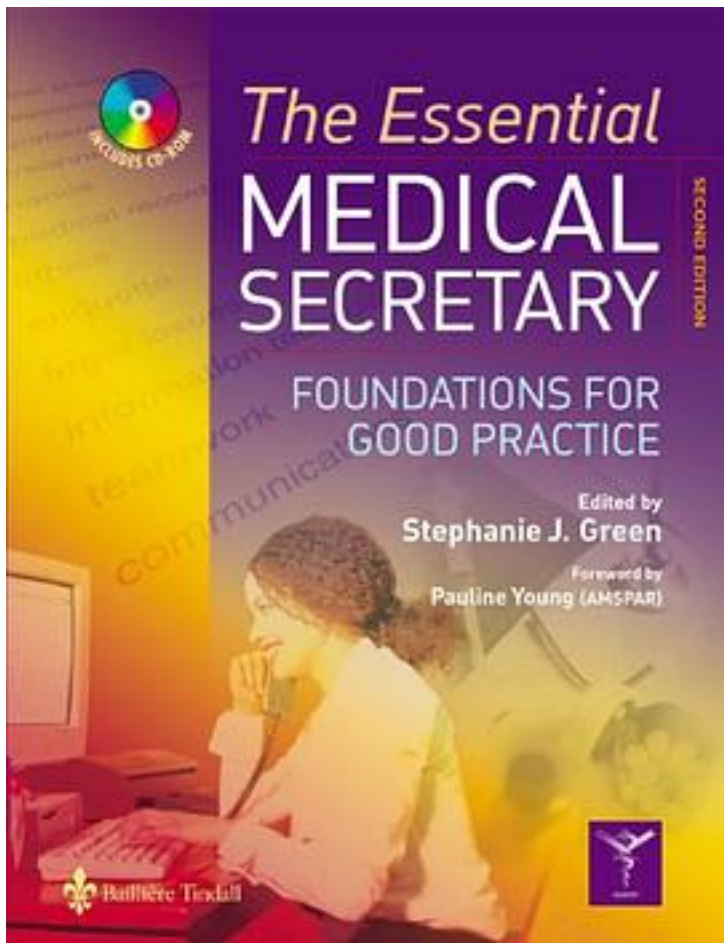


The Essential Medical Secretary



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出版者:

出版时间:2004-11

装帧:

isbn:9780702027079

The text is focused on the specific medical aspects of administration and therefore provides a compliment to standard business administration/typing/communication publications while identifying clearly the role, practice and qualities necessary to be a

qualified medical secretary. The new edition will provide extra value with the addition of a CD-ROM in the back of the book -extra appendices from Hutton (Medical terminology) - the exact content still to be finalised.

作者介绍:

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