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Office manuals also often include organizational charts, resource directories and sample forms. The complexity of an office manual is based on who the target users will be. If, for example, the content relates to customer relations and how to process complaints, it wouldn't make sense to include chapters on how a forklift operates or how to handle hazardous materials.

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Widely regarded as the cornerstone text in the field, the successful series of editions continues to follow the tradition of a clear and comprehensive presentation of the physical principles and operational aspects of medical imaging. The Essential Physics of Medical Imaging, 4th Edition, is a coherent and thorough compendium of the fundamental principles of the physics, radiation protection, and radiation biology that underlie the practice and profession of medical imaging. Distinguished scientists and educators from the University of California, Davis, provide up-to-date, readable information on the production, characteristics, and interactions of non-ionizing and ionizing radiation, magnetic fields and ultrasound used in medical imaging and the imaging modalities in which they are used, including radiography, mammography, fluoroscopy, computed tomography, magnetic resonance, ultrasound, and nuclear medicine. This vibrant, full-color text is enhanced by more than 1,000 images, charts, and graphs, including hundreds of new illustrations. This text is a must-have resource for medical imaging professionals, radiology residents who are preparing for Core Exams, and teachers and students in medical physics and biomedical engineering.

More and more not-for-profit hospitals are becoming financially unstable and being acquired by large hospital systems. The effects range from not having necessary life-saving equipment to losing the most experienced nurses to better jobs at other hospitals. In *Health Care in Crisis*, Theresa Morris takes an in-depth look at how this unintended consequence of the Affordable Care Act plays out

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in a non-profit hospital's obstetrical ward. Based on ethnographic observations of and in-depth interviews with obstetrical nurses and hospital administrators at a community, not-for-profit hospital in New England, *Health Care in Crisis* examines how nurses' care of patients changed over the three-year period in which the Affordable Care Act was implemented, state Medicaid funds to hospitals were slashed, and hospitals were being acquired by a for-profit hospital system. Morris explains how the tumultuous political-economic changes have challenged obstetrical nurses, who are at the front lines of providing care for women during labor and birth. --

Whether you're a complete beginner, a casual snapper or a seasoned photographer, there is a lot to be learned from this extensive photography guide. Take the guesswork out of your photography and understand not just what to do with your camera, but how and why this affects the photos you take. You'll learn how to compose a shot for visual impact, focus it to attract the viewer's eye, expose it so every detail is captured and so much more. Photography never stands still so it doesn't matter what camera you have, whether you own an SLR, film camera or a compact digital camera, *Gatcum* will teach you how to take the best photos possible. As well as *Gatcum's* own expertise on the subject, *Complete Photography* is packed with tips and masterclasses from other inspirational professionals.

A complete guide to veterinary office management, *Front Office Management for the Veterinary Team, 2nd Edition* focuses on the day-to-day front office skills you need to become a valuable member of the veterinary team. It covers duties ranging from scheduling appointments to billing and accounting, managing inventory and medical records,

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marketing, using outside diagnostic laboratory services, and communicating effectively and compassionately with clients. This edition includes an updated chapter on pet health insurance and wellness programs as well as updated coverage of office procedures and technology. Step-by-step instructions simplify essential front office tasks!

Comprehensive coverage of front office skills includes telephone skills, appointment scheduling, admitting and discharging patients, and communicating with clients. Coverage of clinical assisting ranges from examinations and history taking for patients to kennels and boarding procedures, as well as radiology and laboratory procedures. Veterinary Ethics and Legal Issues chapter helps you protect the practice, and run an office based on ethical principles. An Evolve companion website lets you practice front office tasks with exercises in bookkeeping/accounts receivable, appointment management, and charting. Downloadable working forms offer practice in completing sample checks, laboratory forms, and incident reports. Review questions and suggested activities reinforce important concepts presented in each chapter. Information on electronic banking and tax forms ensures that you adhere to the latest financial guidelines. Information on security in office communication covers the most current methods of safe, electronic communication. Practice Point boxes highlight practical information to remember while on the job. UPDATED Pet Health Insurance and Wellness Programs chapter describes how pet insurance and wellness programs may be integrated into a successful business. UPDATED chapters include the most current information on team management, human resources, marketing, inventory management, and preparing and maintaining a budget. UPDATED coverage of technology and procedures includes new computer screen shots, new photos, revised What Would You Do/Not Do boxes

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addressing real-life situations, and a glossary, helping you make a smooth transition into the workplace.

This authoritative reference book assembles the experience of an international faculty of authors, each of whom has performed several thousand facelifts, i.e. procedures to rejuvenate and harmonize the human face. The authors share their experience, including tips and tricks, as well as ways to avoid complications and pitfalls. All procedures in this regard are covered and the text is accompanied by extensive artwork and photographs. A kaleidoscope of 363 important aspects, tips and tricks in facial plastic surgery rounds up the presentation.

A practical guide to identifying risks in veterinary patients and tailoring their care accordingly Pet-specific care refers to a practice philosophy that seeks to proactively provide veterinary care to animals throughout their lives, aiming to keep pets healthy and treat them effectively when disease occurs. Pet-Specific Care for the Veterinary Team offers a practical guide for putting the principles of pet-specific care into action. Using this approach, the veterinary team will identify risks to an individual animal, based on their particular circumstances, and respond to these risks with a program of prevention, early detection, and treatment to improve health outcomes in pets and the satisfaction of their owners. The book combines information on medicine and management, presenting specific guidelines for appropriate medical interventions and material on how to improve the financial health of a veterinary practice in the process.

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Comprehensive in scope, and with expert contributors from around the world, the book covers pet-specific care prospects, hereditary and non-hereditary considerations, customer service implications, hospital and hospital team roles, and practice management aspects of pet-specific care. It also reviews specific risk factors and explains how to use these factors to determine an action plan for veterinary care. This important book: Offers clinical guidance for accurately assessing risks for each patient Shows how to tailor veterinary care to address a patient ' s specific risk factors Emphasizes prevention, early detection, and treatment Improves treatment outcomes and provides solutions to keep pets healthy and well Written for veterinarians, technicians and nurses, managers, and customer service representatives, Pet-Specific Care for the Veterinary Team offers a hands-on guide to taking a veterinary practice to the next level of care.

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