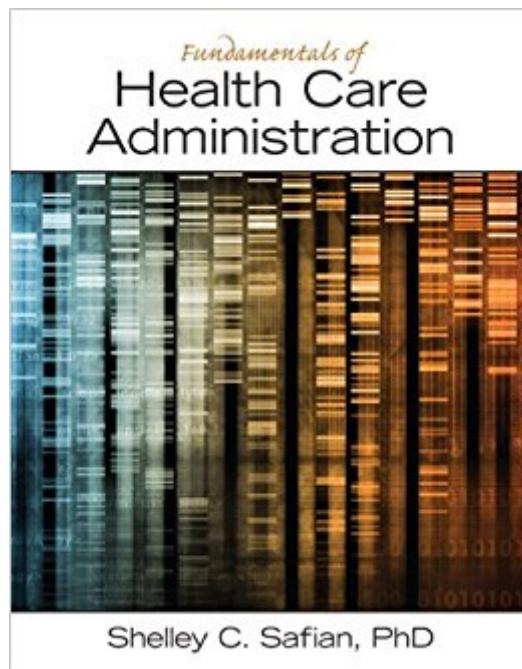


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Fundamentals Of Health Care Administration



Synopsis

This foundational text introduces future health care administrators to the full scope of responsibilities associated with these crucial positions. *Fundamentals of Health Care Administration* prepares students for comprehensive education on the health care industry, and helps them build the strong critical thinking and analysis skills they will need as administrators. Its broad coverage includes finance, human resources, risk assessment, crisis management, compliance, internal and external audits, quality assessment/control, performance improvement, legal and ethical concerns, and more. The first chapter includes a bulleted list of required knowledge and skills from an actual health care administrator's job description. The remaining chapters tie directly to that job description. Each chapter illustrates key concepts with relevant examples, including short selections from authoritative government documents. Complex concepts are organized into bulleted lists or steps, making them easier to understand and use. Extensive chapter review includes multiple choice, matching, short answer, and true/false questions.

Book Information

Paperback: 368 pages

Publisher: Pearson; 1 edition (October 17, 2013)

Language: English

ISBN-10: 0133065634

ISBN-13: 978-0133065633

Product Dimensions: 8.5 x 0.6 x 10.8 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars 4 customer reviews

Best Sellers Rank: #233,059 in Books (See Top 100 in Books) #104 in Books > Medical Books > Administration & Medicine Economics > Health Care Administration #1090 in Books > Textbooks > Medicine & Health Sciences > Administration & Policy #2051 in Books > Textbooks > Medicine & Health Sciences > Allied Health Services

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The book was perfect. Thanks

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