



Dental Statistics Made Easy

Lyn Longridge

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The Practice Manager Library presents information and advice on the extended role of the practice manager both for those with experience and increasing responsibility and for others who are new to general practice. Its clear and unambiguous guidance is based on extensive practical experience. Health service initiatives including the introduction of Primary Care Groups and the NHSnet will lead to major changes in the layout structure and computerization of practices. This essential book:

- * covers surgery security insurance and health and safety issues
- * identifies ways to finance expansion of premises
- * discusses pharmacies within surgeries practices within superstores and one-stop health shops
- * advises on how best to purchase and upgrade hardware peripherals and software
- * explores additional uses for practice PCs including computerized accounts and payroll
- * explains the implications of joining the NHSnet the Internet and the millennium time-bomb

The question-and-answer format allows the book to be read cover-to-cover or used as a handy reference. Practice managers whatever their background will find it an invaluable guide to enhancing their career and for those considering becoming a practice manager it is a vital source of information. Other books in The Practice Manager Library Series include: Finance and Administration: your questions answered

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