

Table of Contents

Objectives	1
Basic Skills Utilization	1
Teaching Suggestions	1
Tasks To Be Completed--Overview	4
Task #1--Learn Medical Abbreviations	5
Task #2--Man the Appointment Books	8
Task #3--Complete a New Patient Information Form	15
Task #4--Place a Supply Order	18
Task #5--Update Inventory and write Purchase Orders	21
Task #6--Problem Solving	26
Answer Key	27