

## Chapter 10: Managing Human Resources

Read the following passage, and select the best answer to the question that follows.

### 1. Systems Approach to Human Resource Management

#### A. Generalizable Human Resource Management

- i. management structure
- ii. technology
- iii. legal environment

#### B. Generalization of the Human Resource

- i. managing within efficiency
- ii. planning and controlling staff resources
- iii. managing present and future needs

#### C. General Management Skills for Human Resource Management

- i.
- ii.
- iii.

#### D. Personnel Management Generalization

- i. Personnel management: responsibilities include hiring, training, development, and controlling personnel training
- ii. Management: responsibilities include hiring, training, development, and controlling personnel training
- iii. Strategy: management should control personnel training and not let personnel training control personnel training

#### E. Human Resource

- i. Human Resource: responsibilities include hiring, training, development, and controlling personnel training
- ii. Human Resource: responsibilities include hiring, training, development, and controlling personnel training
- iii. Human Resource: responsibilities include hiring, training, development, and controlling personnel training
- iv. Human Resource: responsibilities include hiring, training, development, and controlling personnel training
- v. Human Resource: responsibilities include hiring, training, development, and controlling personnel training

# Medical Office Management Study Guide

**Victor M. Corman**



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