Shows readers how to use statistics in all aspects of health care administration.

Offering careful, step-by-step instructions for calculations using Microsoft Excel, this hands-on resource begins with basic foundational competencies in statistics, and then walks the reader through forecasting, designing and analyzing systems, and project analysis.

The text stresses the application of concepts, models, and techniques and provides problems involving all of the methods. It is intended to build a student management and planning “tools” repertoire.

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