



MEDICAL ASSISTING

Resource List

May 2008

MEDICAL ASSISTING
CGTC Library Resources
May 2008

Reference Books:

American Heritage Stedman's Medical Dictionary
Ref R 121 .A53 2004

American Medical Association Complete Medical Encyclopedia
Ref RC 81 .A2 A497 2003

Atlas of Common Pain Syndromes
Ref RB 127 .W347 2002 [2007 edition on order]

Atlas of Human Anatomy
Ref QM 25 .N46 2003

Cambridge Encyclopedia of Human Growth & Development
Ref QP 84 .C26 1998

CINAHL : Cumulative Index to Nursing & Allied Health Literature
Ref RT 41 .C8 2000-2008

Color Atlas of Anatomy
Ref QM 25 .R55 2002

Complete Guide to Prescription & Nonprescription Drugs
Ref RM 301.15 .G75 2008 [on order]

Complete Guide to Symptoms, Illness & Surgery
Ref RC 81 .G834 2006 [on order]

Current Medical Diagnosis and Treatment
Ref RC 71 .A14 2008 [on order]

Dictionary of Medical Acronyms & Abbreviations
Ref R 123 .J24 2001

Dorland's Illustrated Medical Dictionary
Ref R 121 .D73 2007

Encyclopedia & Dictionary of Medicine, Nursing, & Allied Health
Ref R 121 .M65 2003

Encyclopedia of Infectious Diseases
Ref RC 112 .T87 2007 [on order]

Gale Encyclopedia of Medicine
Ref RC 41 .G35 1999

Gale Encyclopedia of Nursing & Allied Health
Ref RT 21 .G353 2002

Gray's Anatomy for Students
Ref QM 23.2 .D73 2005

Griffith's 5 Minute Clinical Consult
Ref RC 55 .A12 2008 [on order]

Handbook of Diseases
Ref RC 55 .H265 2004

Harvard Medical School Family Health Guide
Ref RC 81 .H38 2000

Health Professional's Drug Guide
Ref RS 51 .H43 2003

Health Professions Career and Education Directory
Ref R 735 .A1 H43 2007

Health (Statistics) United States : With Chartbook on Trends in the Health of Americans
Ref RA 407.3 .H43 2006

Intravenous Medications
Ref RM 170 .G33 2004

Krugman's Infectious Diseases of Children
Ref RJ 401 .I563 2004

Mayo Clinic Family Health Book
Ref RC 81 .M473 2003

McGraw-Hill Encyclopedia of Science & Technology
Ref Q 121 .M3 2007

Merck Manual of Medical Information
Ref RC 81 .M535 2003

Merck Manual of Diagnosis and Therapy
Ref RM 104 .M4 2006

Mosby's Medical, Nursing, & Allied Health Dictionary
Ref R 121 .M89 2005

Netter Collection of Medical Illustrations /
Ref QM 25 .N473 v. 1-8

OSHA Manual on Bloodborne Pathogens
Ref RA 642 .B6 W74 2003

PDR : Physicians' Desk Reference
Ref RM 300 .P48 2008

Poisoning & Drug Overdose
Ref RA 1224.5 .P65 2004

Professional Medical Office Dictionary
Ref R 121 .G35 2001

Slee's Health Care Terms
Ref RA 423 .S55 2008

Sobotta Atlas of Human Anatomy
Ref QM 25 .A7913 2001

Stedman's Concise Medical Dictionary : For the Medical Professions
Ref R 121 .S8 2001

Taber's Cyclopedic Medical Dictionary
Ref R 121 .T18 2005

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Health Technology Core Print Books:

Anatomy & Physiology / G. Thibodeau.
QP 34.5 .T49 2006 [on order]

Anatomy, Physiology, and Pathophysiology for Allied Health / K. Booth.
QM 23.2 .B66 2008

Appleton & Lange Review of Anatomy / R. Montgomery.
QM 32 .M65 2003

Atlas of Human Anatomy / F. Netter.
QM 25 .N46 2003

Basic Infection Control for Health Care Providers / M. Kenamer.
RA 969 .K46 2001

Bloodborne and Airborne Pathogens / National Safety Council.
RA 642 .B56 B53 2005

Bloodborne Pathogens / K. Carruthers.
RA 642 .B56 T48 2001

Body Structures & Functions / A. Scott.
QP 34.5 .F66 2004

A Brief Atlas of the Human Body / M. Hutchinson.
QM25 .H88 2003

Building A Medical Vocabulary : With Spanish Translations / P. Leonard.
R 123 .L46 2001

Communicable Diseases and Infection Control / R. Nixon.
RC 965.E48 N55 2000

Comprehensive Medical Terminology / B. Jones.
R 123 .J685 2003

Control of Communicable Diseases Manual / D. Heymann.
[on order]

Dunmore and Fleischer's Medical Terminology : Exercises in Etymology /
R 123 .D86 2004

Emergency First Care : First Aid and CPR Guide for Workers, Families, & Bystanders /
RC 86.7 .P65 1996

Essentials of Anatomy and Physiology / V. Scanlon.
QP 34.5 .S288 2007

First Aid and CPR / A. Thygerson.
RC 86.7 .T468 2001

First Aid, CPR, and AED / A. Thygerson.
RC 86.7 .T473 2005

Functional Anatomy for Emergency Medical Services / A. Scott.
QM 23.2 .S367 2002

Fundamentals of Anatomy and Physiology / F. Martini.
QP 34.5 .M4615 1998

Human Anatomy & Physiology / E. Marieb.
QP 34.5 .M265 2004

Human Biology and Medical Terminology Applications / G. Wistreich.
R 123 .W568 2005

The Human Body Book / S. Parker.
QM 26 .P33 2007

Human Body in Health & Disease / G. Thibodeau.
QP 34.5 .T495 2002

Human Body in Health & Disease / R. Memmler.
QP 34.5 .M48 2000

Illustrated Guide to Medical Terminology / J. Davies.
R 123 .D38 2007

Infection Control : Science, Management and Practice / J. McCulloch.
[on order]

Infection Control in Clinical Practice / J. Wilson.
[on order]

Introduction to Sectional Anatomy / M. Madden.
QM 23.2 .M325 2001

Last's Anatomy : Regional and Applied /
QM 531 .L34 1999

Lippincott's Essentials for Nursing Assistants / P. Carter.
RT 84 .C37 2007

Medical Terminology : A Programmed Learning Approach / M. Willis.
R 123 .W4758 2002

Medical Terminology : A Short Course / D. Chabner.
R 123 .C434 2003

Medical Terminology : An Anatomy and Physiology Systems Approach / B. Fremgen.
R 123 .F697 1997

Medical Terminology for Health Professions / A. Ehrlich.
R 123 .E47 2005

Medical Terminology Made Easy / J. Denner II.
R 123 .S6 2007

Medical Terminology Made Incredibly Easy.
R 123 .M394 2001

Medical Terminology Simplified : A Programmed Learning Approach by Body Systems /
R 123 .G935 2005

Modern Medical Language / C. Collins.
R 123 .C593 1996

Netter's Atlas of Human Anatomy for CPT Coding / Kirshner.
QM 25 .K535 2005

Netter's Atlas of Human Physiology /
QP 34.5 .H36 2002

Prevent Infections with Isolation Precautions : Strategies for the CDC Guidelines /
[on order]

Preventing Infectious Diseases / J. Lindsey.
RA 642 .B56 T48 2007

Quick & Easy Medical Terminology / P. Leonard.
R 123 .L47 2003

Structure & Function of the Body / G. Thibodeau.
QP 34.5 .T5 2008

Structure & Function of the Human Body / B. Cohen.
QP 36 .M54 2000

Understanding Human Anatomy & Physiology / S. Mader.
QP 34.5 .M353 1997

MEDICAL ASSISTING
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May 2008

Medical Assisting and Related Occupational Print Books:

3-2-1 Code It! / M. Green.
RB 115 .G74 2007

Administrative Medical Assisting / M. Fordney.
R 728.8 .F64 2008

Administrative Procedures for Medical Assisting / K. Booth.
R 728.8 .A28 2009

All-In-One Care Planning : Medical-Surgical, Pediatric, Maternity, and Psychiatric Nursing
Care Plans / P. Swearingen.
RT 49 .A45 2008

Alzheimer's Disease and Other Dementias : A Practical Guide / M. Agronin.
RC 521 .A377 2008 [on order]

Alzheimer's Disease Handbook / C. Kelly.
RC 523 .K345 2000

American Academy of Pediatrics Guide to Your Child's Symptoms / D. Schiff.
RJ 61 .A468 1998

Another Chance : Hope and Health for the Alcoholic Family / S. Cruse.
HV 5132 .W43 1989

Arthritis Sourcebook / A. Cook.
RC 933 .A66526 1998

Assessing and Improving Billing and Collections / C.Teems.
R 728 .T44 2000

Atlas of Ultrasound in Obstetrics and Gynecology / P. Doubilet.
RG 107.5.U4 D68 2003

Automating the Medical Record / J. Daigrepoint.
R 864 .D35 2004

Basic & Clinical Pharmacology / B. Katzung.
RM 300 .B285 2007

Basic Pharmacology for Nurses / B. Clayton.
RM 300 .C5138 2007

Bates' Guide to Physical Examination and History Taking / L. Bickley.
RC 76 .B38 2007

Before Your Pregnancy : A 90-Day Guide for Couples on How to Prepare for a Healthy
Conception / A. Ogle.
RG 133 .O36 2002

Behavior and Medicine / D. Wedding.
R 726.5 .B377 2001

Calculate with Confidence / D. Morris.
RS 57 .G43 2006

Calculation of Drug Dosages / S. Ogden.
RS 57 .R33 2005

Calculation of Medical Dosages / J. Boundy.
RS 57 .B68 2008

Chemical Dependency and the Dysfunctional Family / J. Biggers.
HV 5809.5 .B54 1998

Chemical Dependency : Opposing Views / edited by C. Wekesser.
HV 5825 .C44 1997

Children with Disabilities / edited by M. Batshaw.
RJ 135 .B38 1997

The Ciba Collection of Medical Illustrations / F. Netter.
QM 25 .N472

Client-Centered Care for Clinical Medical Assisting / V. Koprucki.
R 728.8 .K67 2007

Clinical Diagnosis and Management by Laboratory Methods / J. Henry.
RB 37 .C54 2001

Clinical Ethics : A Practical Approach to Ethical Decisions in Clinical Medicine / Jonsen.
R 724 .J66 2002

Clinical Medical Assisting : Foundations and Practice / M. Frazier.
R 728.8 .F69 2008

Clinical Procedures for Medical Assistants / K. Bonewit-West.
R 728.8 .B66 2008

Clinical Procedures for Medical Assisting.
R 728.8 .C565 2009

Clinical Procedures for Physician Assistants / R. Dehn.
R 697.P45 C56 2002

Clinically Oriented Anatomy / K. Moore.
QM 23.2 .M67 2006

Code of Medical Ethics : Current Opinions with Annotations / AMA.
R 724 .A618 2002

Coding for HIPAA / J. Narcisi.
HG 9386.5 .C63 2004

Coding for Medical Necessity in the Physician's Office / D. Kelly-Farwell.
RB 115 .F78 2008

The Complete Diagnosis Coding Book / S. Safian.
RB 115 .S34 2009

Complete Guide to Documentation.
RT 50 .C65 2003

The Complete Procedure Coding Book / S. Safian.
R 123 .S18 2009

Comprehensive Health Insurance : Billing, Coding, and Reimbursement / D. Vines.
R 728.5 .C67 2009

A Comprehensive Review for the Certification and Recertification Examinations for
Physician Assistants / C. O'Connell.
R 697.P45 C66 2004

Computers in the Medical Office : Includes Medisoft Advanced Version 11 Student Data
Template CD-ROM / S. Sanderson.
R 864 .S26 2007

Contemporary Medical Office Procedures / D. Humphrey.
R 728.8 .H845 2004

Core Concepts in Pharmacology / L. Holland, Jr.
RM 301.14 .H655 2007

CPT Changes : An Insider's View / American Medical Association.
RB 115 .C75 2007

Current Diagnosis & Treatment in Infectious Diseases / W. Wilson.
RC 111 .C875 2001

Current Procedural Terminology : CPT Professional Edition / American Medical Assn.
RB 115 .C176 2008

Current Procedural Terminology : CPT Standard Edition / American Medical Assn.
RB 115 .C176 2007

Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests / Z. Schnell.
RB 38.2 .S37 2006

Davis's Drug Guide for Nurses / J. Deglin.
RM 301.12 .D44 2007

Delmar Learning's Clinical Handbook for the Medical Office / M. Heller.
R 728.8 .H45 2004

Delmar's Comprehensive Medical Assisting : Administrative and Clinical Competencies /
R 728.8 .D396 2002

Depression After Childbirth / K. Dalton.
RG 852 .D34 2001

The Developing Human : Clinically Oriented Embryology / K. Moore.
QM 601 .M76 2008

Devices and Desires : A History of Contraceptives in America / A. Tone.
HQ 766.5.U5 T66 2001

Diagnostics : An A-to-Z Guide to Laboratory Tests and Diagnostic Procedures /
RT 48.5 .D54 2001

Diet and Human Immune Function / D. Hughes.
QR 182.2 .N86 D53 2004

Diseases : A Nursing Process Approach to Excellent Care.
RC 55 .D558 2006

Diseases and Disorders : A Nursing Therapeutics Manual / M. Sommers.
RT 51 .S66 2007

Documentation for Physician Assistants / D. Sullivan.
R 697.P45 S85 2004

Dosage Calculations / G. Pickar.
RS 57 .P53 2004

Dosage Calculations for Medical Careers / K. Haddix.
RS 57 .H334 2002

Dosage Calculations Made Incredibly Easy!
RS 57 .D67 2002

Drug Calculations : Process and Problems for Clinical Practice / M. Brown.
RS 57 .B76 2004

Encyclopedia of Birth Control / V. Bullough.
HQ 766 .E52 2001

Essentials of Health Information Management : Principles and Practices / M. Green.
RA 976 .G82 2005

Essentials of Human Diseases and Conditions / M. Frazier.
RC 46 .F79 2009

Essentials of Pharmacology for Health Occupations / R. Woodrow.
RM 300 .W67 2007

Foundations of Maternal-Newborn Nursing / S. Murray.
RG 951 .M87 2006

From Patient to Payment : Insurance Procedures for the Medical Office / C. Newby.
R 728.5 C64 2008

Getting Started in the Computerized Medical Office : Fundamentals and Practice / Correa.
R 864 .C67 2005

Glencoe Medical Assisting Review : Passing the CMA and RMA Exams / J. Moini.
R 728.8 .M65 2001

Handbook of Nutrition and Immunity / edited by M. Gershwin.
QR 182.2 .N86 H36 2004

Handbook of Physician Office Letters / J. Demsey.
R728 .D265 2000

HCPCS 2007 : Medicare's National Level LL Codes : Colored-Coded Complete Drug
Index / American Medical Association.
RB 115 .H349 2007

Health Care Fraud and Abuse : A Physician's Guide to Compliance / H. Torras.
KF 3605 .T67 2003

Healthy Pregnancy / E. Fenwick.
RG 525 .F459 2003

Henke's Med-Math : Dosage Calculation, Preparation and Administration / S. Buchholz.
RS 57 .H46 2006

HIPAA : A Short-and-Long-Term Perspective for Health Care / M. Doscher.
KF 1183 .D67 2002

HIPAA Compliance Handbook : Electronic Transactions and Privacy Standards / C.
Countryman.
KF 3823 .H58 2001

HIPAA Compliance Handbook : Final Rule on Standards for Privacy / C. Countryman.
KF 3823 .H57 2001

HIPAA for Allied Health Careers / C. Newby.
KF 3827.R4 N52 2009

HIPAA for Medical Office Personnel / D.Krager.
KF 3515.3 .K73 2005

HIPAA Plain & Simple : A Compliance Guide for Healthcare Professionals / C. Hartley.
R 728 .H3628 2004

HIPAA : The Questions You Didn't Know to Ask / M. Meyer.
KF 3827.R4 M49 2004

HIPAA Transactions : A Nontechnical Business Guide for Health Care / E. Jones.
RA 395 .A3 J658 2004

The HIV Wellness Sourcebook / M. Cohen.
RC 607 .A26 C639 1998

How Kids Grow / J. Marzollo.
HQ 767.9 .M39 1998

Insurance Handbook for the Medical Office / M. Fordney.
HG 9396 .F67 2006

Intravenous Infusion Therapy for Medical Assistants / N. Beaman.
RM 170 .B43 2006

An Introduction to Human Disease : Pathology and Pathophysiology Correlations /
RB112 .C76 2007

An Introduction to Immunology / C. Rao.
QR 181 .R34 2002

Introduction to Maternity & Pediatric Nursing / G. Leifer.
RG 951 .L375 2007

Introduction to Medical-Surgical Nursing / A. Linton.
RT 41 .L735 2007

Introductory Clinical Pharmacology / S. Roach.
RM 301.28 .S34 2008

Kinn's The Clinical Medical Assistant : An Applied Learning Approach / D. Kennedy.
R 728.8 .K56 2003

Laboratory & Diagnostic Tests with Nursing Implications / J. Kee.
RT 48.5 .K44 2005

Laboratory Tests and Diagnostic Procedures / C. Chernecky.
RB 38.2 .L33 2004

Laboratory Tests and Diagnostic Procedures with Nursing Diagnoses / J. Corbett.
RT 48.5 .C67 2008

Lippincott Williams and Wilkins' Administrative Medical Assisting / E. Molle.
R 728.8 .M655 2004

Lippincott Williams and Wilkins' Comprehensive Medical Assisting / J. Kronenberger.
R 728.8 .H66 2008

Lippincott Williams and Wilkins' Medical Assisting Exam review for CMA and RMA
Certification / H. Houser.
R 728.8 .H68 2005

Lippincott's Photo Atlas of Medication Administration / P. Lynn.
RM 147 .L96 2008

Machine Transcription and Dictation / W. Pasewark.
HF 5548.2 .P78 2001

Managing the Medical Practice / C. Reeves.
R 728 .R435 2003

A Manual of Laboratory & Diagnostic Test / F. Fischbach.
RB 38.2 .F57 2004

Mastering Medical Coding / M. Diamond.
RB 115 .D535 2006

Maternity Nursing / D. Lowdermilk.
RG 951 .B66 2006

Maternity Nursing Care / L. Littleton.
RG 951 .L565 2005

Math for Meds : Dosages and Solutions / A. Curren.
RS 57 .C87 2000

Mayo Clinic Guide to Healthy Pregnancy / edited by R. Harms.
RG 525 .M383 2004

McGraw-Hill Medical Coding : An Introduction / J. Jurek .
RB 115 .M34 2009

McGraw-Hill Medical Dictionary for Allied Health / M. Breskin.
R 121 .D86 2008

McGraw-Hill's Manual of Laboratory & Diagnostic Tests / D. Wilson.
RB 38.2 .W538 2008

Med-Math : Dosage Calculation, Preparation, and Administration / G. Henke.
RS 57 .H46 2000

Medical Assisting : Administrative and Clinical Competencies / L. Keir.
R 728.8 .K44 2008

Medical Assisting : Administrative and Clinical Procedures Including Anatomy and
Physiology.
R 728.8 .M4 2009

Medical Assisting Made Incredibly Easy : Administrative Competencies / G. Kale-Smith.
R 728.8 .K35 2008

Medical Assisting Made Incredibly Easy : Clinical Competencies / M. Buchman.
R 728.8 .B83 2008

Medical Assisting Made Incredibly Easy : Lab competencies / P. Doolin.
R 728.8 .D66 2008

Medical Assisting Made Incredibly Easy : Law and Ethics / R. Gohsman.
R 728.8 .G67 2009

Medical Assisting Made Incredibly Easy : Professionalism / J. Marshall.
R 728.8 .M317 2009

Medical Assisting Review : Passing the CMA, RMA, and Other Exams / J. Moini.
R 728.8 .M653 2009

Medical Dosage Calculations / J. Olsen.
RS 57 .M425 2004

Medical Insurance Billing and Coding : An Essentials Worktext / M. Takahashi.
R 728.5 .F67 2003

The Medical Interview : Mastering Skills for Clinical Practice / J. Coulehan.
RC 65 .C68 2006

Medical Law and Ethics / B. Fremgen.
KF 3821 .F74 2005

Medical Nutrition and Disease : A Case-Based Approach / edited by L. Hark.
RM 216 .M456 2003

Medical Office Procedures / K. Becklin.
R 728.8 .B44 2006

Medical Practice Forms : Every Form You Need to Succeed / K. Borglum.
R 864 .B67 2003

Medical Record Chart Analyzer : Documentation Rules and Rationales with Exercises /
RA 976 .G83 2002

Medical Surgical Nursing Made Incredibly Easy.
RT 51 .M436 2004

Medical-Surgical Nursing Recall / T. Bickston.
RT 55 .B53 2004

Medical Transcription Fundamentals / D. Gilmore.
R 728.8 .G55 2009

Medical Transcription : Fundamentals & Practice / Health Professions Institute.
R 728.8 .M44 2007

Medical Transcription Guide : Do's and Don'ts / M/ Diehl.
R 728.8 .F643 2005

Medical Transcriptionist's Desk Reference / C. Gates.
R 728.8 .C626 2003

Medications and Mathematics for the Nurse / J. Rice.
RM 125 .R53 2002

Memmler's Human Body in Health and Disease / B. Cohen.
QP 34.5 .M48 2005

Mosby's Clinical Skills for Medical Assistants / S. Zakus.
R 697 .P45 Z35 2001

Mosby's Diagnostic and Laboratory Test Reference / K. Pagana.
RB 37 .P24 2007

Mosby's Drug Guide for Nurses / L. Skidmore-Roth.
RM 301.12 .S56 2007

Mosby's Handbook of Diseases / R. Langford.
RT 65 .L37 2005

Mosby's Nursing Drug Reference.
RM 301.12 .M67 2008

Mosby's Surefire Documentation : How, What, and When Nurses Need to Document.
RT 50 .M67 2006

Mothering the New Mother : Women's Needs After Childbirth / S. Placksin.
HQ 759 .P56 2000

A Mother's Tears : Understanding the Mood Swings that Follow Childbirth / A. Huysman.
RG 852 .H89 1998

The New Killer Diseases : How the Alarming Evolution of Mutant Germs Threatens Us All
QR 177 .L475 2003

The Next Step : Advanced Medical Coding / C. Buck.
RB 115 .B827 2006

Nurses' Handbook of Health Assessment / J. Weber.
RT 48 .N863 2005

Nurses Legal Handbook.
RT 86.7 .N88 2000

Nursing Drug Handbook.
RM 301.12 .N87 2008

Obstetric and Gynecologic Ultrasound : Case Review / K. Reuter.
RG 107.5 .U4 J647 2007

Obstetrics : Normal and Problem Pregnancies / S. Gabbe.
RG 524 .O3 2002

Overcoming Postpartum Depression & Anxiety / L. Sebastian.
RG 852 .S43 1998

PDR Nurse's Drug Handbook.
RM 301.12 .S68 2008

Pearson's Comprehensive Medical Assisting : Administrative and Clinical Competencies /
R 728.8 .B425 2007

Pharmacological Aspects of Nursing Care / B. Reiss.
RM 300 .R43 2002

Pharmacology / R. Howland.
RM 301.14 .P47 2006

Pharmacology / L. McCuiston.
RM 125 .M28 2002

Pharmacology : A Nursing Process Approach / J. Kee.
RM 301 .K44 2006

Physician Assistant : A Guide to Clinical Practice / R. Ballweg.
R 697 .P45 P48 2003

Practical Nursing Calculations : Getting the Dose Right / V. Hext.
RS 57 .H98 2003

Prentice-Hall Health Q & A Review for the Medical Assistant / T. Palko.
R 728.8 .P28 2001

Principles and Practice of Infectious Diseases / G. Mandell.
RC 111 .P78 2000

Principles and Techniques of Patient Care / F. Pierson.
RT 42 .P48 2002

Principles of CPT Coding / American Medical Association.
RB 115 .P75 2005

Principles of ICD-9-CM Coding / D. Grider.
RB 115 .G73 2001

Principles of Pharmacology for Medical Assisting / J. Rice.
RM 300 .R533 2006

Privacy and Confidentiality of Health Information / J. Dennis.
R 864 .D45 2000

Professional Guide to Signs & Symptoms.
RC 69 .P77 2001

Professional Review Guide for the CCA Examination / P. Schnering.
RB 115 .P77 2007

Saunders 2008 ICD-9-CM Volumes 1, 2 & 3 / C. Buck.
RB 115 .B835 2008

Saunders...HCPCS Level II / C. Buck.
RB 115 .S286 2008

Saunders Medical Assisting Exam Review / D. Holmes.
R 728.8 .H65 2007

Saunders Textbook of Medical Assisting / D. Klieger.
R 728.8 .K54 2005

Saunders Textbook of Medical Office Management / A. Address.
R 728.8 .A56 2003

Skin Disease : Diagnosis and Treatment / T. Habif.
RL 74 .S57 2005

Statistical Handbook on Infectious Diseases / S. Watstein.
RA 643 .W33 2003

Step-By-Step Medical Coding / C. Buck.
RB 115 .B83 2008

Textbook of Disorders and Injuries of the Musculoskeletal System / R. Salter.
RC 925 .S2 1999

Thomson Delmar Learning's Comprehensive Medical Assisting : Administrative and
Clinical Competencies / W. Lindh.
R 728.8 .T466 2006

Thomson Delmar Learning's Medical Assisting Exam Review / J. Cody.
R 728.8 .C59 2006

Transcultural Communication in Health Care / J. Luckmann.
RA 418.5.T73 L83 2000

Understanding Health Insurance : A Guide to Billing and Reimbursement / M. Green.
HG 9396 .R68 2008

Understanding Health Insurance : A Guide to Professional Billing / J. Rowell.
HG 9396 .R68 2004

Understanding HIPAA / Society for Human Resource Management.
KF 3823 .U53 2000

Understanding ICD-9-CM Coding : A Worktext / M. Bowie.
RB 115 .B69 2006

Understanding Medical Coding : A Comprehensive Guide / S. Johnson.
RB 115 .U525 2006

Understanding Pharmacology for Health Professionals / S. Turley.
RM300 .T85 2003

Understanding Procedural Coding : A Worktext / M. Bowie.
R 123 .B8 2008

Viruses and Human Disease / J. Strauss.
QR 201 .V55 S77 2002

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Print Periodical Subscriptions:

[CMA Today : Certified Medical Assistant](#)

ISSN 0033-0140

[Health Data Matrix](#)

ISSN 1936-2994

[International Journal of Nursing Terminologies & Classifications](#)

ISSN 1541-5147

[Journal of AHIMA](#)

ISSN 1060-5487

[Journal of the American Medical Association \(JAMA\)](#)

ISSN 0098-7484

[Medical Office Billing and Collections Alert](#)

ISSN 1536-3244

[Modern Healthcare](#)

ISSN 0160-7480

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Online Periodical Subscriptions via [GALILEO](#):

<u>Journal Title</u>	<u>GALILEO Database</u>
<u>American Journal of Infectious Diseases</u> ISSN 1553-6203	EBSCOhost Academic Search Complete
<u>American Journal of Pharmacology & Toxicology</u> ISSN 1557-4962	EBSCOhost Academic Search Complete
CMA Today ISSN 1543-2998	ProQuest Nursing & Allied Health Source
<u>Current Drug Delivery</u> ISSN 1567-2018	EBSCOhost Academic Search Complete
<u>Emerging Infectious Diseases</u> ISSN 1080-6040	EBSCOhost MasterFILE Premier
<u>Fundamental & Clinical Pharmacology</u> ISSN 0767-3981	EBSCOhost Academic Search Complete
<u>The Health Care Manager</u> ISSN 1525-5794	EBSCOhost Advanced Placement Source
<u>Infant and Child Development</u> ISSN 1522-7227	EBSCOhost Advanced Placement Source
<u>Internet Journal of Academic Physician Assistants</u> ISSN 1092-4078	EBSCOhost Academic Search Complete
<u>International Journal of Nursing Terminologies & Classifications</u> ISSN 1541-5147	EBSCOhost Health Source : Nursing
<u>International Journal of Pharmacology</u> ISSN 1811-7775	EBSCOhost Academic Search Complete
Journal of the American Academy of Physician Assistants (JAAPA) ISSN 1547-1896	Free E-Journals www.jaapa.com

Journal of Healthcare Management
ISSN 1096-9012

EBSCOhost Academic Search Complete

Journal of Infectious Diseases
ISSN 0022-1899

EBSCOhost Advanced Placement Source

Journal of Medical Ethics
ISSN 0306-6800

Highwire Press Free
<http://jme.bmj.com/>

Journal of Nursing Care Quality
ISSN 1057-3631

EBSCOhost Health Source : Nursing

Journal of Obstetrics and Gynaecology
ISSN 0144-3615

EBSCOhost Health Source : Nursing

Journal of Pediatric Infectious Diseases
ISSN 1871-0336

EBSCOhost Academic Search Complete

Journal of Pharmacology & Toxicology
ISSN 1816-496X

EBSCOhost Academic Search Complete

Maternal and Child Health Journal
ISSN 1092-7875

EBSCOhost Health Source : Nursing

Medical Ethics Advisor
ISSN 0886-0653

EBSCOhost Academic Search Complete

Nursing Diagnosis
ISSN 1046-7459

EBSCOhost Advanced Placement Source

Pharmacology
ISSN 0031-7012

EBSCOhost Advanced Placement Source

Physician Assistant
ISSN 8750-7544

EBSCOhost Health Source : Nursing

Prenatal and Neonatal Medicine
ISSN 1359-8635

EBSCOhost Academic Search Complete

MEDICAL ASSISTING
CGTC Library Resources
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Electronic Books (eBooks) via [NetLibrary](#):

Achieving Safe and Reliable Healthcare: Strategies and Solutions / M. Leonard.
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Video/DVD Resources:

Delmar's Medical Assisting Video Series: Administrative & Clinical Procedures 2nd Ed:

1. Professionalism and Communication Skills
2. Legal and Ethical Issues
3. Administrative Skills
4. Modern Reimbursement Procedures
5. Infection Control and Standard Precautions
6. Vital Signs : Temperature, Pulse, and Respiration
8. Take a Patient History; Prepare for Examination; Treatment and Health Promotion Procedures
9. Body Mechanics, Therapeutic and Rehabilitative Procedures
10. Office Emergencies, Respiratory Emergencies, and First Aid
11. Prepare and Administer Oral and Topical Medications
12. Prepare and Administer Parenteral Medications
13. Venipuncture, Hematology, and Immunology
14. Collect and Process Specimens
15. Cardiac Screening Procedures

Delmar's Medical Terminology Video Series

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- Tape 2 : Organization of the Body
- Tape 3 : The Integumentary System
- Tape 4 : The Musculoskeletal System
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- Tape 6 : The Blood and Lymphatic Systems
- Tape 7 : The Cardiovascular System
- Tape 8 : The Respiratory System
- Tape 9 : The Digestive System
- Tape 10 : The Endocrine System
- Tape 11 : The Urinary System
- Tape 12 : The Male Reproductive System
- Tape 13 : The Female Reproductive System
- Tape 14 : The Special Senses

Skills and Procedures for Medical Assistants DVD Series

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- Practicing Finance Skills
- Modern Reimbursement Procedures

Disc 2 : Programs 4 – 9

- Infection Control Procedures
- Taking Measurements and Vital Signs
- Taking a Patient History
- Body Mechanics : Therapeutic and Rehabilitative Procedures
- Emergencies and First Aid Procedures
- Administering Non-Parenteral Drugs, Prescription Writing, and Inventory Procedures

Disc 3 : Programs 10 – 14

- Preparing and Administering Parenteral Medications
- Venipuncture, Hematology, and Immunology Procedures
- Specimen Collection and Processing Procedures
- Cardiac Screening Procedures
- Minor Surgical Procedures in the Medical Office

Human Anatomy Series:

Abdominal Organs and Pelvis
Neuroanatomy and Skull
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Thorax, Abdomen and Pelvis
Upper Limb

Living Body Series:

Blood
Bones and Joints
Brain
Breathing
Circulatory System : Two Hearts That Beat as One
Digestion
Homeostasis
Muscles
Reproduction : Designer Babies
Senses
Skin

National Geographic Society Human Body Series:

Circulatory and Respiratory Systems

Digestive System

Muscular and Skeletal Systems

Nervous System

Our Immune System

Reproductive Systems

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General Internet Web Resources:

American Association of Medical Assistants
www.aama-ntl.org

American Medical Association
www.ama-assn.org

American Medical Billing Association
www.ambanet.net/AMBA.htm

American Academy of Professional Coders
www.aapc.com

Centers for Disease Control and Prevention
www.cdc.gov

Centers for Medicare & Medicaid Services
www.cms.hhs.gov

Georgia Dept. of Community Health
<http://dch.georgia.gov/>

Health Careers in Georgia
www.sowega-ahec.org/2007CareerGuide/

HIPAA - U.S. Dept. of Health and Human Services, Office for Civil Rights
www.hhs.gov/ocr/hipaa/

HIPAA.org
www.hipaa.org

ICD-9 Coding Tools from Family Practice Management
www.aafp.org/online/en/home/publications/journals/fpm/icd9.html

The Medical Assistant
www.medicalassistant.net

Medical Assisting Career
www.medicalassistingcareer.com

Medical Association of Georgia
www.mag.org

National Association for Healthcare Quality
www.hahq.org

National Association of Healthcare Providers
www.medicalcertification.org

National Foundation for Infectious Diseases
www.nfid.org

Occupational Health for Healthcare Providers (Medline Plus)
www.nlm.nih.gov/medlineplus/occupationalhealthforhealthcareproviders.html

Physician Assistant - American Academy of Physician Assistants
www.aapa.org

Physician Assistant Education Association
www.paeaonline.org

Southern Medical Association
www.sma.org

Three Rivers AHEC (Area Health Education Center)
www.threeriversahec.org/healthcareers.php

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