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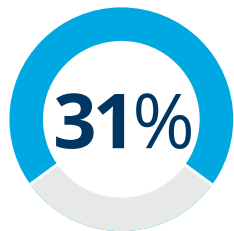


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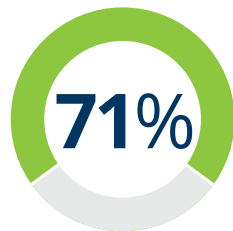


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ALLIED HEALTH

ATHLETIC TRAINING

INTRODUCTION TO SPORTS MEDICINE AND ATHLETIC TRAINING, 3E

Robert C France, CSMT, RSMT

© 2020, 720pp, Paperback, 9780357379165

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France's **INTRODUCTION TO SPORTS MEDICINE AND ATHLETIC TRAINING, 3rd Edition**, equips you with a solid understanding of the functional concepts of the human body and then teaches you how to apply that knowledge to real-life practice. It combines

comprehensive coverage of Nutrition, Sports Psychology, Kinesiology and therapeutic modalities with the latest research, concussion protocols and guidelines for First Aid, CPR and AED. An all-new section is devoted to athletes with disabilities and their right to participate, and an entire chapter is dedicated to special challenges that athletes face. Vivid illustrations, photos, artwork and diagrams bring chapter concepts to life. In addition, insight into a wide range of careers in the Sports Medicine field helps you plan for the future. It's the ideal text for anyone interested in athletics and the medical needs of athletes.

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Examination. 7. Prehabilitation and Preseason Conditioning. 8. Nutrition and the Athlete. 9. Dietary Supplements and Performance Enhancers. 10. Sports Psychology. 11. Assessment and Evaluation of Sports Injuries. 12. Therapeutic Physical Modalities. 13. Taping and Wrapping. **UNIT III: INJURY ASSESSMENT AND MANAGEMENT.** 14. Kinesiology. 15. Bleeding and Shock. 16. The Bones and Soft Tissues. 17. The Foot, Ankle, and Lower Leg. 18. The Knee. 19. The Hip and Pelvis. 20. The Elbow, Wrist, and Hand. 21. The Shoulder. 22. The Chest and Abdomen. 23. The Head and Face. 24. The Spine. **UNIT IV: SPECIAL CONSIDERATIONS.** 25. Special Considerations in Athletes.

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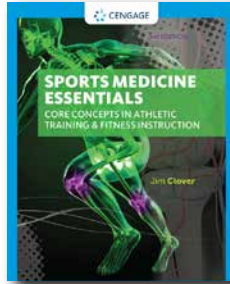
SPORTS MEDICINE ESSENTIALS, 3E

Core Concepts in Athletic Training & Fitness Instruction (with Premium Web Site Printed Access Card 2 terms (12 months))

Jim Clover, California State University

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Plan a future in Sports Medicine with SPORTS MEDICINE ESSENTIALS: CORE CONCEPTS IN ATHLETIC TRAINING & FITNESS INSTRUCTION, 3rd Edition! Designed to introduce you to the field and the growing number of career choices it offers, the

book covers fitness instruction, athletic training, exercise physiology, sports management, and even physical therapy. The full-color text walks you through all the essentials, such as fitness assessment, conditioning, emergency preparedness, injury management, therapeutic modalities, nutrition, ethical and legal considerations, and more. This unique hands-on book also asks you to perform realistic and essential job skills, such as taping injuries, researching sports medicine supplies and their costs, and even forming a mock safety committee to mitigate injury risks to athletes. SPORTS MEDICINE ESSENTIALS: CORE CONCEPTS IN ATHLETIC TRAINING & FITNESS INSTRUCTION, 3rd Edition gives you VIP access to the fast-paced world of Sports Medicine in both print and interactive eBook formats, and correlates all materials with the latest National Athletic Trainer's Association (NATA) standards.

CONTENTS

1. Carriers in Sports Medicine. 2. Athletic Training. 3. Ethical and Legal Considerations. 4. Medical Conditions. 5. Emergency Preparedness and Assessment. 6. Infection Control. 7. Vital Signs Assessment. 8. Basic Life Support. 9. Environmental Considerations and Preparation. 10. Injuries to the Tissue. 11. Assembling the First Aid

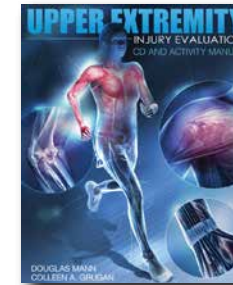
Kits and Equipment Bags. 12. Introduction to Taping, Wrapping, and Bracing. 13. Introduction to Therapeutic Modalities. 14. Introduction to Rehabilitation. 15. Recognition, Treatment, and Rehabilitation Injuries to the Head and Spine. 16. Recognition, Treatment, and Rehabilitation Injuries to the Upper Extremities. 17. Recognition, Treatment, and Rehabilitation Injuries to the Chest and Abdomen. 18. Recognition, Treatment, and Rehabilitation Injuries to the Pelvis and Lower Extremities. 19. Return to Play. 20. Strength and Conditioning Specialist. 21. Physical Fitness Assessment. 22. Nutrition and Weight Management. 23. Physical Conditioning. 24. Designing a Conditioning Program. 25. Strategies for Sales, Marketing, and Fundraising.

UPPER EXTREMITY INJURY EVALUATION CDROM AND LAB MANUAL

Dr. Douglas Mann, Rowan University; Colleen A. Grugan, Rowan University

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The UPPER EXTREMITY INJURY EVALUATION CD-ROM and Lab Manual package is designed to reinforce your clinical injury evaluation skills beyond the classroom. Proper injury evaluation requires extensive knowledge and hands-on experience; this

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CONTENTS

DVD Menu: I. Hand and Wrist Pretest Module Video Modules: A. Palpations B. Range of Motion C. Manual Muscle Tests D. Ligament and Special Tests Posttest Module II. Elbow Pretest Module Video Modules: A. Palpations B. Range of Motion C. Manual Muscle Tests D. Ligament and Special Tests Posttest Module III. Shoulder Pretest Module Video Modules: A. Palpations B. Range of Motion C. Manual Muscle Tests D. Ligament and Special Tests Posttest Module

BASIC HEALTH SCIENCES

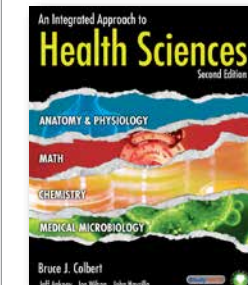
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankeny; Joe Wilson; John Havrilla

© 2012, 448pp, Hardback, 9781435487642

ebook



Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

Health Sciences: anatomy and physiology, math, chemistry, and medical microbiology, and then presents them in the context of health professions. Medical terminology and physics concepts are also covered. Rich illustrations, theory, practical applications, and humorous anecdotes all join together to help learners connect with the material as they learn it, fostering increased retention and comprehension. As a result, learners will gain valuable knowledge while also getting access to an insider look at health careers through the book's professional profiles. Exercises and case studies complement the comprehensive coverage and sharpen critical thinking skills, making this a complete package for anyone aiming to develop a solid foundational knowledge in the health sciences. And although the textbook can stand alone, it has capabilities for enhancements with a rich array of extra resources that include videos, animations, interactive games, study questions and a workbook with activities.

CONTENTS

Section I: FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY. 1. Medical Terminology: The Language of Medicine. 2. Overview of the Human Body. 3. The Raw Materials: Cells, Tissues, Organs, and Systems. 4. The Integumentary System. 5. The Skeletal System. 6. The Muscular System. 7. The Nervous System. 8. The Endocrine System. 9. The Special Senses. 10. The Respiratory System. 11. The Cardiovascular and Lymphatic Systems. 12. The Gastrointestinal System. 13. The Urinary and Reproductive Systems. Section II: FUNDAMENTALS OF MATHEMATICS. 14. Basic Mathematical Definitions and Fractions. 15. Decimals, Percents, and Ratios. 16. Exponents, Scientific Notation and The Metric System. 17. An Introduction to Algebra. 18. An Introduction to Equations. 19. More Equation Forms. 20. Statistics and Graphs. Section III: CHEMISTRY IN THE HEALTH SCIENCES. 21. Energy and States of Matter. 22. Basic Concepts of Chemistry. 23. Bonding and Chemical Formulas. 24. The Gas Laws. 25. Acids and Bases. 26. Biochemistry. 27. The Amazing Proteins. Section IV: MEDICAL MICROBIOLOGY. 28. Introduction to Medical Microbiology. 29. Infection Control. Glossary. Index.

ETHICAL PRACTICE FOR HEALTH PROFESSIONALS, 2E

Heather Freegard, Curtin Centre for Research on Ageing; Lyn Isted, Curtin University of Technology

© 2012, 384pp, Paperback, 9780170220439

ebook



Within an Australian and New Zealand context, the second edition of Ethical Practice for Health Professionals emphasises the inter-professional nature of current health practice and demonstrates how technical competence can be used for the greatest

good to bring about health service based on respect and trust. The extensive list of Australian authors includes recognised authorities from a broad array of professional, clinical, and academic fields. They write in inclusive, accessible language which will engender enthusiasm for ethical professional practice among students and practitioners. This customised eBook has been created with the content you need for your studies. Due to the process used to produce this customised eBook, it doesn't offer the same functionality available in other Cengage eBooks, including read aloud and copy text.

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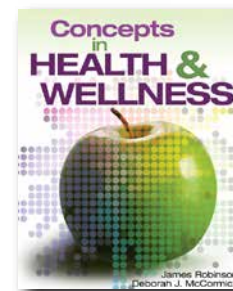
1. What is a health profession? 2. Human rights and health 3. Ethics in a nutshell 4. What is law? 5. Making ethical decisions 6. Regulation of the professions 7. Professional communication 8. Setting priorities 9. Teamwork 10. Professional boundaries: mental health 11. Ethics of research 12. Technology and ethics 13. Working in community settings 14. The health professional and business

CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University; Deborah J. McCormick, Ph.D., Northern Arizona University

© 2011, 576pp, Paperback, 9781418055417

ebook



CONCEPTS IN HEALTH AND WELLNESS is an inviting and straightforward book that will provide you with essential personal health information you can use to develop a lifetime of wellness skills. It will help you develop the knowledge and motivation you need to

maintain wellness throughout adulthood and will provide you with meaningful literary support for class instruction. More importantly, this book will empower you with the skills to access credible health and wellness information now and in the years to come. Each chapter contains special features that enhance the textual material and engage the reader through application exercises.

CONTENTS

Preface. About the Authors. Acknowledgements. List of Reviewers. 1. Current Health Issues. 2. Building Wellness Skills. 3. Managing Stress. 4. Mental and Emotional Health. 5. Resolving Conflict. 6. Developing Healthy Relationships. 7. Sexual Wellness and Reproduction. 8. The Physically Active Lifestyle. 9. Nutritional Wellness. 10. Weight Management. 11. Tobacco. 12. Alcohol and Other Drugs. 13. Infectious Diseases. 14. Chronic Diseases. 15. Safety and Emergency Preparedness. 16. Environmental Wellness. 17. Health and Wellness through the Lifespan. Glossary. Personal Wellness Plans.

HEALTH OCCUPATIONS

END OF LIFE CARE: A CARE WORKER HANDBOOK

MORRIS/COLLIER

© 2013, 0pp, Paperback, 9781444163247



Working with people toward the end of their lives? Training in End of Life Care? You don't have to go it alone! Caring for people at the end of life is one of the most challenging and rewarding roles in Health and Social Care. But with a range of awards, certificates

and units available to work-based learners it can be a confusing area for qualifications. That's why we've put together a one-stop handbook to support your training and continuing professional development in end of life care. Here in one place is all the topic knowledge, assessment support and practical advice you will need for a range of end of life care qualifications. Core topics are linked to the specific learning and assessment objectives you need to cover for 11 QCF units and national competencies. Case studies tie learning into the many different situations and roles across Home Care, Residential Care, NHS and Private Settings. This book is especially useful for candidates taking the: Level 2 Award in End of Life Care Level 2 Certificate in End of Life Care Level 3 Award in End of Life Care Level 3 Certificate in End of Life Care It's also a must have reference for those who want to brush up skills and knowledge from previous qualifications. So whatever your level of specialism, give yourself the tools you need for your role and your clients in end of life care.

CONTENTS

1. Principles of working in end of life care 2. Managing symptoms in end of life care 3. Understand Advance Care Planning 4. Support the spiritual well being of individuals 5. Support individuals with loss and

grief before death 6. Support individuals during the last days of life 7. Support individuals with specific communication needs 8. Care of a deceased person

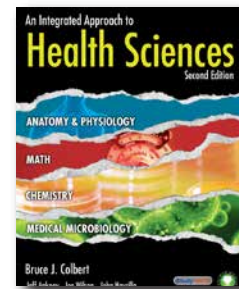
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HEALTH SERVICE ADMINISTRATION

HEALTH SERVICES ASSISTANCE, 2E

Kathryn Austin, TAFE NSW Northern Sydney Institute

© 2020, 512pp, Paperback, 9780170441018

ebook



Health Services Assistance provides complete coverage of core and elective units for nursing work in acute care. Exercises throughout the text provide you with the means to self-assess and extend your skills and knowledge. Foundation skills are developed early, underpinning your understanding of the specialist acute care chapters that follow. You are encouraged to reflect on your learning and to practise techniques in small groups. Learning activities are included throughout the text to help you apply the knowledge you have gained. Self-check, extension activities and discussion questions help you to learn.

CONTENTS

1. Participate in workplace health and safety 2. Comply with infection prevention policies and procedures 3. Recognise healthy body systems 4. Interpret and apply medical terminology appropriately 5. Communicate and work in the health and community sector 6. Assist with movement 7. Transport individuals 8. Assist with nursing care in an acute care environment 9. Provide non-client contact support in an acute care environment 10. Respond effectively to behaviours of concern 11. Work with diverse people 12. Work with people with mental health issues 13. Provide support to people living with dementia 14. Deliver care services using a palliative approach 15. Organise personal work priorities and development

SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT, 6E

Organization Design and Behavior, International Edition

Lawton Burns, Wharton School, University of Pennsylvania; Elizabeth Bradley, Vassar College; Bryan Weiner, Yale School of Public Health

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Completely updated to address the challenges faced by modern health care organizations, the sixth edition of SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR, International Edition offers

a more global perspective on how the United States and other countries address issues of health and health care. Written by internationally recognized and respected experts in the field, the new edition continues to bring a systemic understanding of organizational principles, practices, and insight to the management of health services organizations. Based on state-of-the-art organizational theory and research, the text emphasizes application and challenges you to provide a solution or a philosophical position. Coverage includes topics ranging from pay for performance and information technology to ethics and medical tourism and expands upon a major theme of the fifth edition: health care leaders must effectively design and manage health care organizations while simultaneously influencing and adapting to changes in environmental context.

CONTENTS

PART I: INTRODUCTION. 1. The Challenge of Delivering Value in Health Care: Global and U.S. Perspectives. 2. Leadership and Management: A Framework for Action in Health Care. PART II: MICRO PERSPECTIVES. 3. Organization Design and Work Coordination. 4. Motivating People at Work. 5. Teams and Team Effectiveness in Health Services Organizations. 6. Managing

Communication. 7. Power, Politics, and Conflict Management in Health Care Settings. 8. Managing Complexity, Learning, and Innovation. 9. Improving Quality in Health Care Settings. PART III: MACRO PERSPECTIVES. 10. Strategic Thinking and Competitive Advantage. 11. Managing Strategic Alliances in Health Care. 12. Health Policy and Regulation in the United States. 13. Health Information Systems and Organizational Strategy. 14. Consumerism and Ethics: Emerging Issues in Health Care. 15. Globalization and Health.

SHORTELL AND KALUZNY'S HEALTHCARE MANAGEMENT, 6E

Organization Design and Behavior

Lawton Burns, Wharton School, University of Pennsylvania; Elizabeth Bradley, Vassar College; Bryan Weiner, Yale School of Public Health

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Completely updated to address the challenges faced by modern health care organizations, the sixth edition of SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR offers a more global perspective on

how the United States and other countries address issues of health and health care. Written by internationally recognized and respected experts in the field, the new edition continues to bring a systemic understanding of organizational principles, practices, and insight to the management of health services organizations. Based on state-of-the-art organizational theory and research, the text emphasizes application and challenges you to provide a solution or a philosophical position. Coverage includes topics ranging from pay for performance and information technology to ethics and medical tourism and expands upon a major

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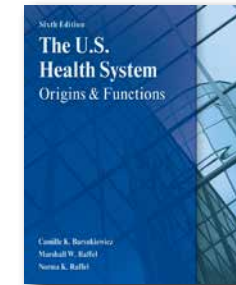
THE U.S. HEALTH SYSTEM, 6E

Origins and Functions

Camille K. Barsukiewicz, Ph.D., University of Memphis, Memphis, Tennessee; Marshall W. Raffel, Ph.D., Pennsylvania State University, University Park, Pennsylvania; Norma K. Raffel

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THE U.S. HEALTH SYSTEM offers not only an historical perspective detailing the origins of our health care system, but also discusses the forces that changed and shaped our system into what it is today. Underlying the comprehensive information

on health care costs, finance, access, delivery and reform, is the ethical question of whether health care is a right or a privilege. You'll find real-world stories of health care organizations that must deal with delivery and financing of services, as well as references to web sites for further information. Each chapter poses topics for further debate in a Question of Ethics and provides hands-on exercises in the Activity-Based Learning sections. Exhibits in each chapter will stimulate discussion on the various chapter topics.

CONTENTS

1. Introduction. 2. Health Care Costs. 3. Paying for Health Care Services. 4. Health Status and Health Care Utilization. 5. Medical Education. 6. Professions in Health Care. 7. Ambulatory Care. 8. Hospitals. 9. Mental Health Services. 10. Long-Term Care. 11. Public Health - The Health of the Community. 12. Information Management Systems. 13. Current Issues in Health Care Delivery.

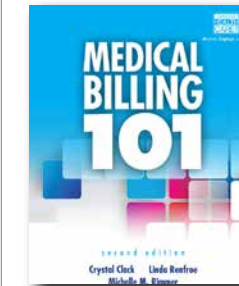
MEDICAL INSURANCE/CODING

MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

SimClaim™ CMS-1500 software offer you practice on actual forms to build confidence and understanding of the reimbursement process. This easy-to-use guide starts you off on the right path as you begin your journey to becoming a medical billing professional.

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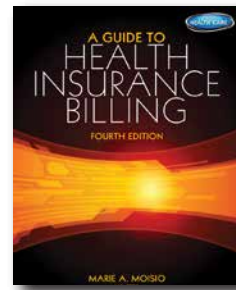
1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The 'Heart?' of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

Marie A. Moiso, MA, RHIA, Northern Michigan University (Emerita)

© 2014, 640pp, Paperback, 9781285193595

ebook



Prepare for career success with this trusted introduction to the world of health insurance billing and the dynamic, growing field of health information management. A GUIDE TO HEALTH INSURANCE BILLING, Fourth Edition, provides a thorough, practical overview of

key principles and current practices, from patient registration to claims submission. Now updated to reflect the latest trends, technology, terminology, legal and regulatory guidelines, and coding systems—including ICD-10—the new edition also features a dynamic full-color layout. The text also includes abundant exercises, examples, case studies, and activities focused on real-world applications, including step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and government insurance programs. An access code for SimClaim interactive online billing software is also provided; this program puts your skills to the test with case studies that require form completion.

CONTENTS

1. The Insurance Billing Specialist. 2. Legal Aspects of Insurance Billing. 3. Introduction to Health Insurance. 4. International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM/PCS). 5. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). 6. Current Procedural Terminology (CPT) and Healthcare Common Procedure. 7. Developing An Insurance Claim. 8. Common CMS-1500 Completion Guidelines: Private/Commercial Insurance. 9. Electronic Claims Submission. 10.

UP-04 (CMS-1450) Completion Guidelines. 11. Blue Cross/Blue Shield. 12. Medicare. 13. Medicaid. 14. TRICARE and CHAMPVA. 15. Workers Compensation. Appendix A: Superiorland Clinic Practice Manual. Appendix B: Assignments: Case Study 2-1 Through Case Study 2-10. Appendix C: Abbreviations. References. Glossary. Index.

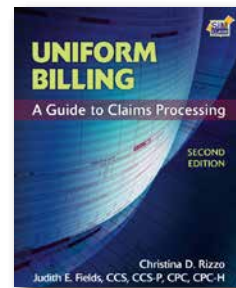
UNIFORM BILLING, 2E

A Guide to Claims Processing

Christina D. Rizzo; Judith Fields, Southeast Kentucky Community & Technical College

© 2013, 400pp, Spiral, 9781435493186

ebook



UNIFORM BILLING: A GUIDE TO CLAIMS PROCESSING, 2e is your essential resource for learning in-patient and out-patient processing techniques. Whether used in an acute, subacute, long term care, specialty, or clinic facility, this learning

tool shows you how to use UB-04 in any scenario. Its exercise-based format emphasizes practical application to help you efficiently absorb the material. Plus, the included access code for the SimClaim software allows you to practice completing claim forms electronically.

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Section I: The Acute Care Facility. 1. Services Rendered in the Hospital Setting. 2. The Internal Network of a Hospital. Section II: Working with Form Locators. 3. Introduction to the UB-04: Form Locators 1-31. 4. UB-04: Form Locators 31-41. 5. UB-04: Form Locators 42-49. 6. UB-04: Form Locators 49-80. 7. Exploring Covered Services and Rates. 8. Coding and Reimbursement Systems. 9. Fraud, Abuse, HIPAA, and Patient's Rights. Appendices.

MEDICAL LAB TECHNICIAN

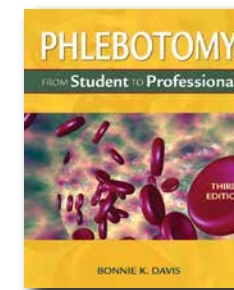
PHLEBOTOMY, 3E

From Student to Professional

Bonnie Karen Davis, MA, CLP, RPT, Pikes Peak Community College; Colorado Springs; Colorado

© 2011, 256pp, Paperback, 9781435469570

ebook



Completely revised; Phlebotomy: From Student to Professional; 3rd Edition is a comprehensive resource that prepares you to enter the profession as a certified phlebotomist. Soft skills are emphasized with special attention focused on expectations not only in the

classroom but in the transition to working with patients.. An updated art program including a new full color insert; presents photographs of equipment and step-by-step procedures to help you maximize comprehension. Basic blood specimen collection procedures; non-blood collection procedures; and specimen handling and processing are covered in detail; preparing you to compete in this hot job market.

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List of Procedures / ix Preface / xi PART I. STUDENT SUCCESS IN PHLEBOTOMY. 1. The Student's Role in the Classroom. Phlebotomy in the Past. Professionalism. Ethics. Values. HIPAA. Patient Rights. HIPAA Legal Issues. Risk Management/Quality Assurance. Healthcare Facilities Utilizing. Phlebotomists. Clinical Laboratory Departments. Study Skills. Clinical Laboratory Expectations. 2. The Student's Role in the Clinical Environment. OSHA. Biological Hazards. Engineering Controls. Work Practice Controls. Latex Allergies. Chemical Safety. Electrical Safety. Radiation Safety. PART II. BLOOD AND URINE COLLECTION. 3. The Circulatory System. The Heart. Blood Vessels. Blood. 4. Blood Collection Equipment. Venipuncture Equipment. Capillary Puncture Equipment. 5.

Collection by Routine Venipuncture. Organization of Work Load. Interacting with the Customer. Preparing for the Venipuncture. Performing the Venipuncture. 6. Collection by Skin Puncture. Choosing the Skin Puncture. Composition of Skin Puncture Blood. Site Selection. Preparing the Site. Collection Devices. Performing a Fingerstick. Performing a Heelstick. 7. Special Blood Collection Procedures. Newborn Screening. Blood Cultures. Glucose Tolerance Testing. Bleeding Time Test. 8. Special Considerations. Pediatric Blood Collection. Elderly Blood Collection. Alternate Venipuncture Sites. Vascular Access Lines. Physiological Venipuncture Reactions. Patient Inquiries. Patient-focused Care. Point-of-Care Testing. 9. Urine Tests. The Urinary System. Urine. Urine Collection. 10. Common Laboratory Tests. 50 Common Tests. PART III. PROFESSIONAL SUCCESS IN PHLEBOTOMY. 11. Communication Skills for the Phlebotomist. The Speaker . The Listener . The Observer. Telephone Techniques. 12. Conflict Management Skills. Conflict Styles . Conflict Management. Problem Solving. 13. Becoming an Employee. Healthcare Customers. Customer Satisfaction. Preparing for Professionalism. Phlebotomy Certification. Researching Potential Employment. Successful Employee Qualities. References. Glossary. Appendices A. Phlebotomy Proficiency Checklist.

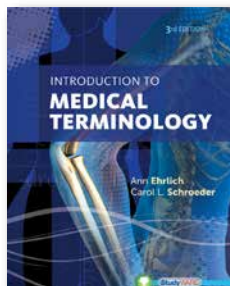
MEDICAL TERMINOLOGY

INTRODUCTION TO MEDICAL TERMINOLOGY, 3E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin

© 2015, 480pp, Hardback, 9781133951742

CENGAGE | MINDTAP **ebook**



Designed for the beginning health care student, INTRODUCTION TO MEDICAL TERMINOLOGY 3E simplifies the process of learning hundreds of complex medical terms. The See and Say pronunciation system makes pronouncing unfamiliar terms easy. Because word

parts are integral to learning medical terminology, mastery of these “building blocks” is emphasized in every chapter. Organized by body system, chapters begin with an overview of the structures and functions of that system so you can relate these to the specialties, pathology, diagnostic, and treatment procedures that follow. A workbook offers word part and comprehensive medical terminology reviews, flashcards, and learning exercises in a variety of formats that require written answers.

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Preface. Acknowledgments. How to use this Book. How to use StudyWARETM. 1. Introduction to Medical Terminology. 2. The Human Body in Health and Disease. 3. The Skeletal System. 4. The Muscular System. 5. The Cardiovascular System. 6. The Lymphatic and Immune Systems. 7. The Respiratory System. 8. The Digestive System. 9. The Urinary System. 10. The Nervous System. 11. Special Senses: The Eyes and Ears. 12. Skin: The Integumentary System. 13. The Endocrine System. 14. The Reproductive Systems. 15. Diagnostic Procedures, Nuclear Medicine and Pharmacology. APPENDIX A: Prefixes, Combining Forms, and Suffixes. APPENDIX B: Abbreviations and Their Meanings. APPENDIX C: Glossary of Pathology and Procedures. Index.

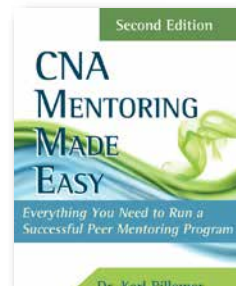
NURSING ASSISTING

CNA MENTORING MADE EASY, 2E

Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College

© 2013, 144pp, Paperback, 9781133277804

ebook



Designed for practicing Nursing Assistants and managers of Certified Nursing Assistants, the Second Edition of CNA MENTORING MADE EASY provides all the essentials in w one easy-to-use book. Based on best practices and field-tested in hundreds

of facilities, this succinct book will help train, orient, and support the new CNAs and give veteran CNAs added status and responsibility. The second edition has been thoroughly updated to make mentoring even easier and now includes a chapter that reinforces the effectiveness of the mentoring program through a “booster session” as well as new material on mentoring and person-centered care. Whether you are a new CNA or training CNA's you find this book provides helpful strategies for building a healthy work environment and a devoted staff.

CONTENTS

About the Authors. Preface. What is Mentoring? Implementing Your Mentoring Program. Tips and Techniques for the Instructor. Program Curriculum. Module 1. What Makes a Mentor? Module 2. Mentor as Teacher. Module 3. Mentor as Leader. Module 4. Communication Skills. Module 5. Stress Management. Module 6. Your Job as a Mentor. Module 7. Booster Session for Mentors. Program Curriculum Handouts. Appendix I: Program Forms.

END OF LIFE CARE: A CARE WORKER HANDBOOK

MORRIS/COLLIER

© 2013, 0pp, Paperback, 9781444163247



Working with people toward the end of their lives? Training in End of Life Care? You don't have to go it alone! Caring for people at the end of life is one of the most challenging and rewarding roles in Health and Social Care. But with a range of awards, certificates and units available to work-based

learners it can be a confusing area for qualifications. That's why we've put together a one-stop handbook to support your training and continuing professional development in end of life care. Here in one place is all the topic knowledge, assessment support and practical advice you will need for a range of end of life care qualifications. Core topics are linked to the specific learning and assessment objectives you need to cover for 11 QCF units and national competencies. Case studies tie learning into the many different situations and roles across Home Care, Residential Care, NHS and Private Settings. This book is especially useful for candidates taking the: Level 2 Award in End of Life Care Level 2 Certificate in End of Life Care Level 3 Award in End of Life Care Level 3 Certificate in End of Life Care It's also a must have reference for those who want to brush up skills and knowledge from previous qualifications. So whatever your level of specialism, give yourself the tools you need for your role and your clients in end of life care.

CONTENTS

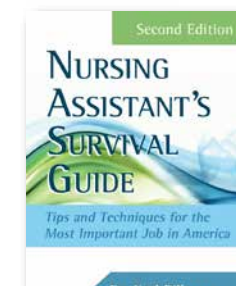
1. Principles of working in end of life care 2. Managing symptoms in end of life care 3. Understand Advance Care Planning 4. Support the spiritual well being of individuals 5. Support individuals with loss and grief before death 6. Support individuals during the last days of life 7. Support individuals with specific communication needs 8. Care of a deceased person

NURSING ASSISTANT'S SURVIVAL GUIDE, 2E

Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College

© 2013, 144pp, Paperback, 9781133134817

ebook



Short, succinct, and easy-to-read, the Second Edition of NURSING ASSISTANT'S SURVIVAL GUIDE is filled with concrete tips and illustrations designed to teach you the interpersonal skills needed for job success. Thoroughly

updated to reflect recent changes in the field, this handy guide includes step-by-step information about how to handle specific problems such as managing job stress, dealing with death on the job, being a good communicator, getting along with your supervisor, relating to family members, working with aggressive residents, and balancing work and family.

CONTENTS

1. What do I do when ... There's too much stress? 2. What do I do when ... A resident dies? 3. What do I do when ... I have trouble communicating? 4. What do I do when ... I need to get along with my supervisor? 5. What do I do when ... I need to get along with family members? 6. What do I do when ... Residents are angry and aggressive? 7. What do I do when ... My family and my job pull me in different directions? 8. What do I do when ... I need to lift my spirits?

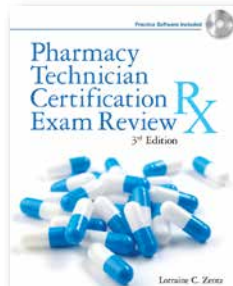
PHARMACY TECHNICIAN

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E

Lorraine C. Zentz

© 2012, 608pp, Paperback, 9781428320628

ebook



PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E is a comprehensive, all inclusive study tool to help prepare your students to become certified pharmacy technicians on a national level. This book mirrors content covered on the

Pharmacy Technician Certification Exam (PTCE) and provides both exam content review and practice opportunities in a variety of formats. Ideal for review courses and for individual study, this book is a must-have tool for anyone preparing to take the PTCB and ExCPT exams. Sections are structured to help your students focus on critical topic areas outlined by the Pharmacy Technician Certification Board; including 14 chapters specifically on mathematics with examples and end-of-chapter review questions. This new edition also includes greatly expanded chapters on pharmacology, updated end-of-chapter practice questions, two cumulative tests at the end of the book, and solutions to all chapter review questions and practice exams. For even more practice, the back-of-book CD offers 600 additional review questions to create timed exams that simulate the actual PTCE!

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4. Handling Medications. 5. Proper Storage and Delivery of Drug Products. 6. Receiving Payment for Goods and Services. Part B: PHARMACEUTICAL CALCULATIONS. 7. Fractions, Decimals, and Algebra Review. 8. Systems of Measurement. 9. Using Percentages and Ratios. 10. Measuring Equipment. 11. Conversion of Solid Dosage Forms. 12. Conversion of Liquid Dosage Forms. 13. Pediatric Dosages. 14. Parenteral Dosages. 15. Intravenous Calculations. 16. Intravenous Admixtures. 17. Calculation of Dose per Time. 18. Compounding. 19. Commercial Calculations. 20. Math Test with Solutions. Part C: PHARMACOLOGY. 21. Introduction to Pharmacology. 22. Central Nervous System Agents. 23. Pain Management Agents: Nonsteroidal Anti-Inflammatory Drugs and Narcotics. 24. Cardiovascular System Agents. 25. Pulmonary Agents. 26. Antibiotics and Anti-infectives. 27. Cancer Chemotherapeutic Agents. 28. Gastrointestinal System Agents. 29. Endocrine System and Reproductive System Agents. 30. Vitamins. 31. Pharmacology Review. Part D: PHARMACY LAW. 32. State and Federal Regulations. 33. State and Federal Regulatory Agencies. 34. Law and Ethics in the Practice of Pharmacy. Section II: MAINTAINING MEDICATION AND INVENTORY CONTROL SYSTEMS. 35. Stocking the Pharmacy. 36. Maintenance of Pharmaceutical Products. Section III: ADMINISTRATION AND MANAGEMENT OF PHARMACY PRACTICE. 37. Using Computers in the Pharmacy. 38. Communications within the Pharmacy. Appendix A: Top 200 Frequently Prescribed Drugs and Their Uses. Appendix B: Commonly Used Medical Abbreviations. Appendix C: Pretest with Answers. Appendix D: Sample Examination and Answer Sheet; Answers for Scoring. Appendix E: Solutions to Questions for Review. Glossary. Suggested Reading. Index.

RADIOGRAPHY TECHNOLOGY

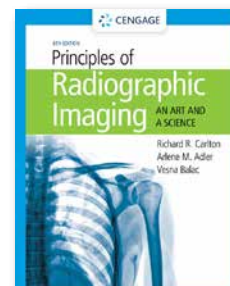
PRINCIPLES OF RADIOGRAPHIC IMAGING, 6E

An Art and A Science

Richard R. Carlton, Grand Valley State University; Arlene McKenna Adler, Indiana University Northwest, Gary, IN; Vesna Balac, Indiana University Northwest, Gary, IN

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Fascinated by X-rays and medical imaging technology? Drawn to work that helps others? **PRINCIPLES OF RADIOGRAPHIC IMAGING: AN ART AND A SCIENCE**, 6th Edition reveals the inner workings of radiography careers,

including radiologist assistants, radiologic technologists, ultrasound techs, CT and MRI techs, and other imaging roles in health care. Some books dump too much on you too fast, but this one moves at your pace, delivering the math and physics behind radiology before advancing to complex subjects. And it's designed around actual job skills like creating the beam, running scans and tests, and analyzing images—so you can pass accreditation exams and work in emergency rooms and hospitals. Reader-friendly yet packed with information, this text offers all you need to know about digital radiography systems, digital exposure factors, instrumentation and so much more!

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Interactions. 14. Minimizing Patient Exposure. 15. Beam Restriction. Unit III: Creating the Image. 16. Vision and Perception. 17. The Patient as a Beam Emitter. 18. The Grid. 19. Film and Screens Imaging and Processing. Unit IV: DIGITAL RADIOGRAPHY SYSTEMS. 20. Digital Image Processing. 21. Computed Radiography. 22. Digital Radiography/ Flat-Panel Detector Systems. 23. Technical Considerations in Digital Imaging. 24. Informatics in Medical Imaging. Unit V: ANALYZING THE IMAGE. 25. The Imaging Process. 26. Image Receptor Exposure. 27. Contrast. 28. Spatial Resolution. 29. Distortion. 30. The Art of Image Critique. 31. Quality Management. Unit VI: SPECIAL IMAGING SYSTEMS AND MODALITIES. 32. Mobile Radiography. 33. Fluoroscopy. 34. Tomography and Digital Tomosynthesis. 35. Mammography. 36. Bone Densitometry. 37. Vascular Imaging Equipment. 38. Computed Tomography. 39. Magnetic Resonance Imaging. 40. Nuclear Medicine and Molecular Imaging. 41. Radiation Therapy. 42. Diagnostic Medical Sonography.

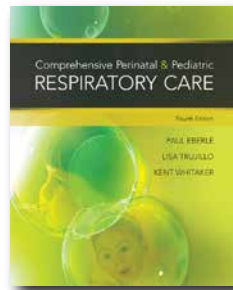
RESPIRATORY CARE

COMPREHENSIVE PERINATAL & PEDIATRIC RESPIRATORY CARE, 4E

Kent Whitaker; Paul Eberle, Weber State University; Lisa Trujillo, Weber State University

© 2015, 815pp, Paperback, 9781439059432

ebook



Learn the latest in respiratory care for newborns and children from **COMPREHENSIVE PERINATAL AND PEDIATRIC RESPIRATORY CARE, 4E**. This newly updated book is clear, consistent, and easy for you to follow.

Comprehensive coverage of fetal development of the cardiopulmonary system, is followed by respiratory care of neonatal and pediatric patients, and progresses into causes and care of respiratory illnesses. It provides discussion of the ventilation and oxygenation needs of neonatal and pediatric patients including information on both conventional and special techniques. Topics unique to this book, such as care of parents and home care, are discussed in detail. **COMPREHENSIVE PERINATAL AND PEDIATRIC RESPIRATORY CARE, 4E** provides you with the theory and clinical expertise necessary to embark on your career and meet the challenges presented in a rapidly changing health care environment.

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Unit 1. THE NEONATAL PATIENT. 1. Embryologic Development of the Cardiopulmonary System. 2. Assessment of Fetal Growth and Development. 3. Labor, Delivery, and Physiologic Changes after Birth. 4. Techniques of Neonatal Resuscitation and Stabilization. 5. Neonatal Assessment. 6. Respiratory Care Procedures for the Neonate. 7. Continuing Care of the Neonate. 8. Perinatal Lung Disease and Other Problems of Prematurity. 9. Causes of Persistent Perinatal Illnesses. Unit 2. THE

PEDIATRIC PATIENT. 10. Techniques of Pediatric Resuscitation and Stabilization. 11. Assessment of the Pediatric Patient. 12. Respiratory Care Procedures for the Pediatric Patient. 13. Continuing Care of the Pediatric Patient. 14. Pediatric Diseases Requiring Respiratory Care. Unit 3. GENERAL CONCEPTS OF CLINICAL MEDICINE. 15. Pharmacology. 16. Assessment of Oxygenation and Ventilation. 17. Chest X-Ray Interpretation. Unit 4. MANAGEMENT OF VENTILATION AND OXYGENATION. 18. Concepts of Mechanical Ventilation. 19. Management of the Patient Ventilator System. 20. Common Ventilators and Monitors. 21. Special Procedures and Non-conventional Ventilatory Techniques. Unit 5. ADVANCED AND SPECIALTY CARE. 22. Perinatal Transport. 23. Home Care. 24. Care of the Parents.

SURGICAL TECHNOLOGY

SURGICAL MAYO SETUPS, SPIRAL BOUND VERSION, 2E

Tammy Allhoff, Pearl River Community College; Debbie Hinton, Pearl River Community College

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ebook



Whether you're a new surgical technologist or starting to learn the field, **SURGICAL MAYO SETUPS, 2nd Edition** is the reliable, detailed resource you need for success in any operating room! Newly revised with more than 130 Mayo-stand and back-table

setups, this handy pocket reference is smartly organized with tabs according to surgical specialty, which helps you find the right set up quickly and easily. A new introductory chapter on setup methods provides variations and photos for reference depending on specialty, procedure, facility, OR layout and personal preference. Each of the 12 surgery chapters includes a brief overview, key considerations, and an alphabetical procedure list, along with a detailed guide to the instruments and equipment required for the procedure. Selected illustrations throughout the guide show the general Mayo-stand and back-table setup for more complicated procedures—to increase your confidence as your experience grows.

CONTENTS

1. Setup Methods. 2. General Surgery. 3. Obstetric/Gynecological Surgery. 4. Genitourinary Surgery. 5. Thoracic Surgery. 6. Cardiovascular Surgery. 7. Peripheral Vascular Surgery. 8. Orthopedics Surgery. 9. Neurological Surgery. 10. Plastic and Reconstruction Surgery. 11. Ear, Nose, and Throat (E.N.T.) Surgery. 12. Ophthalmic Surgery. 13. Oral/Maxillo Facial Surgery.

APPLIED MATHEMATICS FOR CAREERS

MATH FOR HEALTH CAREERS

MATH FOR HEALTH CARE PROFESSIONALS, 2E

Michael Kennamer, Northeast Alabama Community College; Kennamer Media Group, Inc.

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CENGAGE | MINDTAP ebook



Requiring no prior knowledge of mathematics or health care, **MATH FOR HEALTH CARE PROFESSIONALS, 2E** is a comprehensive, foundational resource that is equally effective in the classroom or for self-study. It emphasizes the

fundamentals of mathematics while giving you plenty of experience applying that to real-world practice. Actual health professionals also share how they use math in their careers. Exercises using drug dosages, intake and output, weights and measures, temperatures, IV drip rates, illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts give you hands-on practice with real-life health care skills requiring mathematics. A student workbook and MindTap digital learning solution are also available. The Second Edition includes all-new chapters devoted to pre-algebra and geometry as well as statistics. It also offers new coverage of body mass index, 24-hour time, calculating the volume of containers of various shapes, and more.

CONTENTS

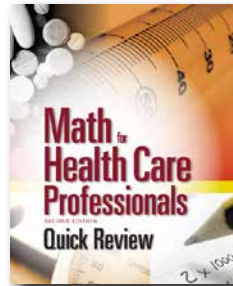
Unit 1: INTRODUCTION. 1. Math as a Health care Function. Unit 2: BASIC PRINCIPLES. 2.

Numerical Systems. 3. Measurement Systems. 4. Whole Number Review. 5. Decimals. 6. Fractions. 7. Ratio and Proportions. 8. Percentages. 9. Conversions. 10. Essentials of Pre-Algebra and Geometry. Unit 3: APPLICATIONS. 11. Medication Dosage Calculations. 12. Weights, Measures and Time. 13. Measuring Intake and Output. 14. Application of Statistical Principles in Health care. Unit 4: ADDITIONAL LEARNING RESOURCES. Appendix A: Resources. Appendix B: Abbreviations. Appendix C: Equivalents. Appendix D: Glossary. Appendix E: Final Summative Evaluation. Answers to Selected Questions. Index.

QUICK REVIEW: MATH FOR HEALTH CARE PROFESSIONALS, 2E

Michael Kennamer, Northeast Alabama Community College; Kennamer Media Group, Inc.

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Written by a health care professional for health care professionals, QUICK REVIEW: MATH FOR HEALTH CARE PROFESSIONALS, 2e is perfect for anyone needing a refresher on math concepts used in health care. It thoroughly explains

the “why” along with the fundamentals of health-related math. Each chapter includes a quick review of concepts as well as numerous exercises to help you put what you learn into practice. The text emphasizes drug dosages, intake and output, weights and measures, temperatures, IV drip rates, conversions, and other real-world math applications. Detailed illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts prepare you for what you will experience on the job. In addition, MindTap offers a wealth of online activities and resources to help you maximize your success.

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Preface. To the Reader. Unit 1: BASIC PRINCIPLES. 1. Measurement Systems. 2. Whole Number Review. 3. Decimals. 4. Fractions. 5. Ratios and Proportions. 6. Percentages. 7. Conversions. 8. Essentials of Pre-Algebra and Geometry. Unit 2: APPLICATIONS. 9. Medication Dosage Calculations. 10. Weights, Measures and Time. 11. Measuring Intake and Output. Unit 3: ADDITIONAL LEARNING RESOURCES. Appendix A: Resources. Appendix B: Abbreviations. Appendix C: Equivalents. Appendix D: Glossary. Index.

PRACTICAL PROBLEMS IN MATH FOR HEALTH SCIENCE CAREERS, 3E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

© 2013, 368pp, Paperback, 9781111540388

ebook



PRACTICAL PROBLEMS IN MATHEMATICS FOR HEALTH SCIENCE CAREERS, 3RD EDITION familiarizes you with essential math processes using real-life examples and straightforward instruction. Using a word problem format, this text starts you

off with simple examples, and then progresses to complex paradigms at a comfortable pace. Plus, it focuses on the mathematical situations that you’re likely to encounter in the health care field, including problems involving medications, intravenous solutions, and other emulsions. No matter which area of Allied Health you’re interested in, updated and expanded Practical Problems In Mathematics For Health Science Careers, 3rd Edition is the resource you’ll use for years to come.

CONTENTS

1. Whole Numbers. 2. Common Fractions. 3. Decimal Fractions. 4. Percent, Interest, and Averages. 5. Ratio and Proportion. 6. Metric and Other Measurements. 7. Measurement Instruments. 8. Graphs and Charts. 9. Accounting and Business. 10. Math for Medications. 11. Introduction to Health Occupations.

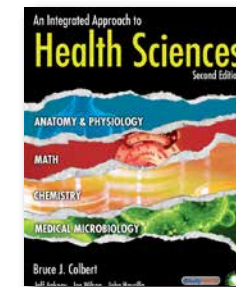
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

© 2012, 448pp, Hardback, 9781435487642

ebook



Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

Health Sciences: anatomy and physiology, math, chemistry, and medical microbiology, and then presents them in the context of health professions. Medical terminology and physics concepts are also covered. Rich illustrations, theory, practical applications, and humorous anecdotes all join together to help learners connect with the material as they learn it, fostering increased retention and comprehension. As a result, learners will gain valuable knowledge while also getting access to an insider look at health careers through the book’s professional profiles. Exercises and case studies complement the comprehensive coverage and sharpen critical thinking skills, making this a complete package for anyone aiming to develop a solid foundational knowledge in the health sciences.

And although the textbook can stand alone, it has capabilities for enhancements with a rich array of extra resources that include videos, animations, interactive games, study questions and a workbook with activities.

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ATHLETIC TRAINING / SPORTS MEDICINE

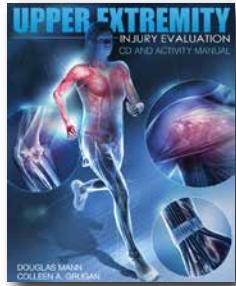
ASSESSMENT / TREATMENT

UPPER EXTREMITY INJURY EVALUATION CDROM AND LAB MANUAL

Dr. Douglas Mann, Rowan University; Colleen A. Grugan,
Rowan University

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ebook



The UPPER EXTREMITY INJURY EVALUATION CD-ROM and Lab Manual package is designed to reinforce your clinical injury evaluation skills beyond the classroom. Proper injury evaluation requires extensive knowledge and hands-on experience; this

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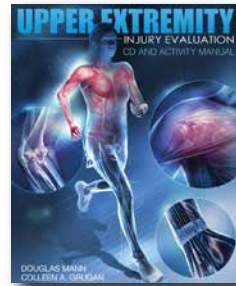
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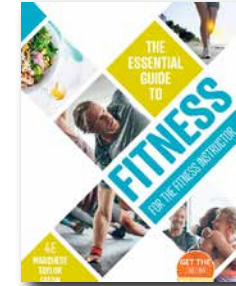
PHYSICAL EDUCATION

THE ESSENTIAL GUIDE TO FITNESS, 4E

Rosemary Marchese; Julie Taylor; Kirsten Fagan

© 2019, 528pp, Paperback, 9780170413701

CENGAGE | MINDTAP ebook



Essential Guide to Fitness has been written for the Certificate III in Fitness. You'll be able to become employed in the fitness industry and work independently in other environments such as in leisure, aquatic and community centres. The

text provides you with a background in anatomy, physiology and nutrition. It also introduces you to fitness orientation and programming, types of equipment and working with specific groups. It includes lots of real-world examples and activities to help you apply what you've learnt. Essential Guide to Fitness is highly illustrated with full colour diagrams and photographs.

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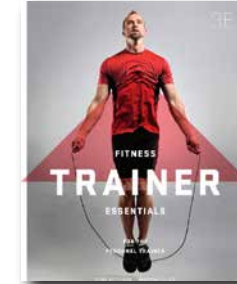
Part 1 Introduction to the human body and healthy eating 1 Anatomy and Physiology 2 Nutrition Part 2 Fitness orientation and health screening 3 Fitness orientation and health screening Part 3 Fitness programming, instruction and equipment 4 Fitness appraisals 5 Fitness programs 6 Gym programs 7 Fitness equipment 8 Group exercise sessions 9 Water-based fitness 10 Endurance training programs Part 4 Risk analysis and work health and safety 11 Risk analysis and work health and safety Part 5 Specific market and populations 12 Fitness for specific populations 13 Older populations 14 Children and adolescents 15 Community fitness programs 16 Facilitating groups Part 6 17 Quality service in the fitness industry

FITNESS TRAINER ESSENTIALS, 3E For the Personal Trainer

Tony Attridge, College of Health and Fitness; Martin Felice

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ebook



Beat your personal best by working the core to becoming a Fitness Trainer This Australian internationally recognised text has been designed to assist students undertaking the SIS40215 Certificate IV in Fitness qualification, studying to become

personal or fitness trainers. The text contains core and elective units to support a range of fitness specialisations. Fitness Trainer Essentials 3e teaches the basics of fitness and nutrition principles, covers more on functional testing and nutritional assessment and guidelines. With a shift to full colour throughout and an abundance of new and improved images, charts and diagrams, this new edition is the most comprehensive text reflecting current industry standards and practices. Fitness Trainer Essentials 3e assumes that the reader has acquired the Certificate III in Fitness qualification. Therefore the topics covered in the text by Marchese have not been repeated in this text. Additional review questions are also available to retouch on key points from a Certificate III perspective.

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Part 1: Exercise Science in Action 1. Exercise science 2. Long-term exercise planning and programming Part 2: Client Welfare 3. Motivational psychology 4. Working collaboratively 5. Postural appraisal for low risk participants Part 3: Training Considerations 6. Nutrition and body composition 7. Plan and deliver personal training 8. Plan and deliver exercise for older clients with managed conditions 9. Plan and deliver exercise for children and young adolescents 10. Aquatic activities for specific population groups Part 4: Business 11. Business basics Appendices A. Adult Pre-exercise

Screening Tool B. Functional movement scoring sheet C. Informed consent for participation in fitness program D. Physician referral E. Personal training agreement F. Fitness lifestyle questionnaire G. Fitness assessment preparation H. Personal training session plan I. Client screening reflection J. Professional conduct for ASCTA members

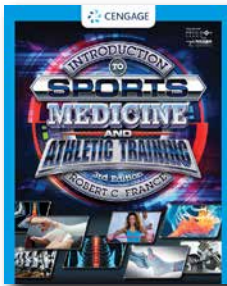
SPORTS MEDICINE

INTRODUCTION TO SPORTS MEDICINE AND ATHLETIC TRAINING, 3E

Robert C France, CSMT, RSMT

© 2020, 720pp, Hardback, 9781337625005

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France's **INTRODUCTION TO SPORTS MEDICINE AND ATHLETIC TRAINING**, 3rd Edition, equips you with a solid understanding of the functional concepts of the human body and then teaches you how to apply that knowledge to real-life practice. It combines

comprehensive coverage of Nutrition, Sports Psychology, Kinesiology and therapeutic modalities with the latest research, concussion protocols and guidelines for First Aid, CPR and AED. An all-new section is devoted to athletes with disabilities and their right to participate, and an entire chapter is dedicated to special challenges that athletes face. Vivid illustrations, photos, artwork and diagrams bring chapter concepts to life. In addition, insight into a wide range of careers in the Sports Medicine field helps you plan for the future. It's the ideal text for anyone interested in athletics and the medical needs of athletes.

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UNIT I: INTRODUCTION TO SPORTS MEDICINE AND ATHLETIC TRAINING. 1. Sports Medicine: The Multidisciplinary Approach to Athletic Health Care. 2. Athletic Training. 3. The Central Training Room. 4. The Athletic Training Student Aide Program. **UNIT II: ROLES AND RESPONSIBILITIES IN ATHLETIC TRAINING.** 5. Emergency Preparedness: Injury Game Plan. 6. The Pre-Participation Physical Examination. 7. Prehabilitation and Preseason Conditioning. 8. Nutrition and the Athlete. 9. Dietary Supplements and Performance Enhancers. 10. Sports Psychology. 11. Assessment and Evaluation of Sports Injuries. 12. Therapeutic Physical Modalities. 13. Taping and Wrapping. **UNIT III: INJURY ASSESSMENT AND MANAGEMENT.** 14. Kinesiology. 15. Bleeding and Shock. 16. The Bones and Soft Tissues. 17. The Foot, Ankle, and Lower Leg. 18. The Knee. 19. The Hip and Pelvis. 20. The Elbow, Wrist, and Hand. 21. The Shoulder. 22. The Chest and Abdomen. 23. The Head and Face. 24. The Spine. **UNIT IV: SPECIAL CONSIDERATIONS.** 25. Special Considerations in Athletes.

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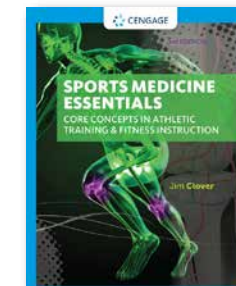
SPORTS MEDICINE ESSENTIALS, 3E

Core Concepts in Athletic Training & Fitness Instruction (with Premium Web Site Printed Access Card 2 terms (12 months))

Jim Clover, California State University

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print and interactive eBook formats, and correlates all materials with the latest National Athletic Trainer's Association (NATA) standards.

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1. Carriers in Sports Medicine. 2. Athletic Training. 3. Ethical and Legal Considerations. 4. Medical Conditions. 5. Emergency Preparedness and Assessment. 6. Infection Control. 7. Vital Signs Assessment. 8. Basic Life Support. 9. Environmental Considerations and Preparation. 10. Injuries to the Tissue. 11. Assembling the First Aid Kits and Equipment Bags. 12. Introduction to Taping, Wrapping, and Bracing. 13. Introduction to Therapeutic Modalities. 14. Introduction to Rehabilitation. 15. Recognition, Treatment, and Rehabilitation Injuries to the Head and Spine. 16. Recognition, Treatment, and Rehabilitation Injuries to the Upper Extremities. 17. Recognition, Treatment, and Rehabilitation Injuries to the Chest and Abdomen. 18. Recognition, Treatment, and Rehabilitation Injuries to the Pelvis and Lower Extremities. 19. Return to Play. 20. Strength and Conditioning Specialist. 21. Physical Fitness Assessment. 22. Nutrition and Weight Management. 23. Physical Conditioning. 24. Designing a Conditioning Program. 25. Strategies for Sales, Marketing, and Fundraising.

UPPER EXTREMITY INJURY EVALUATION CDROM AND LAB MANUAL

Dr. Douglas Mann, Rowan University; Colleen A. Grugan, Rowan University

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TECHNOLOGY / MULTIMEDIA

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BASIC HEALTH SCIENCES

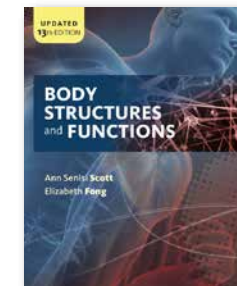
ANATOMY & PHYSIOLOGY

BODY STRUCTURES AND FUNCTIONS UPDATED, 13E

Ann Senisi Scott, Mount Mercy College, Cedar Rapids, Iowa; Elizabeth Fong

© 2019, 544pp, Paperback, 9781337907545

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Written and designed specifically for allied health students, **BODY STRUCTURES AND FUNCTIONS UPDATED, 13th edition**, equips you to the basics required for the study of the human body and how it functions. It provides a clear introduction

to life functions, medical terminology and phonetic pronunciations as well as a thorough review of human development and body processes. Diseases and disorders are integrated within each body system chapter to link physiology with anatomy. A media link feature connects you to 3-D anatomy, physiology and pathophysiology animations that bring chapter concepts to life, while detailed Career Profiles give you an inside look at the many health care professions available today. In addition, hands-on activities and case studies emphasize clinical applications, giving you a realistic view of situations you will face on the job. This edition is aligned with Precision Exams' Health Science Career Cluster.

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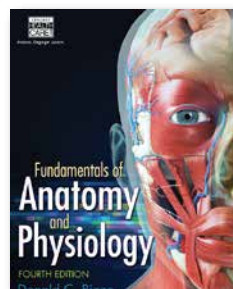
13. Heart. 14. Circulation and Blood Vessels. 15. The Lymphatic System and Immunity. 16. Infection Control and Standard Precautions. 17. Respiratory System. 18. Digestive System. 19. Nutrition. 20. Urinary/Excretory System. 21. Reproductive System. 22. Genetics and Genetically Linked Diseases.

FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY, 4E

Dr. Donald C. Rizzo, Maragrove College

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Packed with vivid illustrations and a wealth of hands-on applications, best-selling FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY, 4E is written specifically for learners in a one-semester introductory A&P course in the allied

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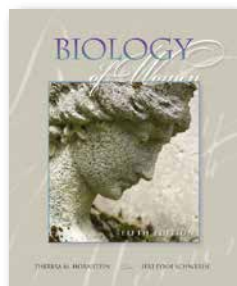
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BIOLOGY OF WOMEN, 5E

Theresa Hornstein, Lake Superior College, MN; Jeri Lynn Schweirin, Lake Superior College, MN

© 2013, 816pp, Hardback, 9781435400337





Centered on the health of the human female throughout her lifespan, BIOLOGY OF WOMEN, 5th Edition continues to provide the most relevant discussion of women's physiology, biology and overall health on the market today. The authors have crafted a

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1. Why Biology of Women? 2. Anatomy & Physiology: An overview of the Woman's Body. 3. Reproductive Anatomy. 4. Reproductive Cycle. 5. Menstrual Problems: Causes and Treatments. 6. Reproductive Tract Infections. 7. Cancer and other Diseases of the

Reproductive Tract. 8. A Woman's Breasts. 9. The Biology of Sex. 10. Genetics and Fetal Development. 11. A Woman's Body during Pregnancy, Labor and Delivery. 12. Pregnancy complications. 13. Birth Control. 14. Infertility: Causes and Treatments. 15. Menopause. 16. Nutrition: Fuel for a Woman's Body. 17. Women and Stress. 18. The Biology of Appearance.

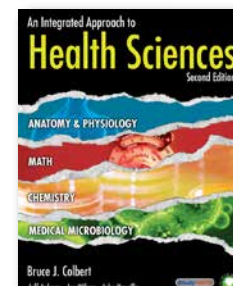
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

© 2012, 448pp, Hardback, 9781435487642





Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

Health Sciences: anatomy and physiology, math, chemistry, and medical microbiology, and then presents them in the context of health professions. Medical terminology and physics concepts are also covered. Rich illustrations, theory, practical applications, and humorous anecdotes all join together to help learners connect with the material as they learn it, fostering increased retention and comprehension. As a result, learners will gain valuable knowledge while also getting access to an insider look at health careers through the book's professional profiles. Exercises and case studies complement the comprehensive coverage and sharpen critical thinking skills, making this a complete package for anyone aiming to develop a solid foundational knowledge in the health sciences.

And although the textbook can stand alone, it has capabilities for enhancements with a rich array of extra resources that include videos, animations, interactive games, study questions and a workbook with activities.

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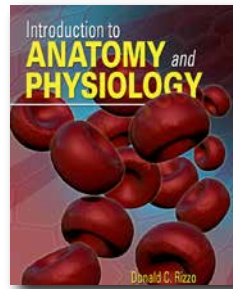
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INTRODUCTION TO ANATOMY AND PHYSIOLOGY

Dr. Donald C. Rizzo, Maragrove College

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ebook



INTRODUCTION TO ANATOMY AND PHYSIOLOGY is for the fundamentals A&P science course. It requires no prior biology or chemistry knowledge. In addition this book exposes learners to the fundamentals of the human body and how it

functions, specifically focusing on how body systems work together to promote homeostasis. Each body system chapter is self-contained and can be studied in any order preferred. Extensive coverage of diseases highlights common disorders that affect the body throughout the life span. Case Studies and Career Focus features help learners apply knowledge and consider careers for which an understanding of Anatomy and Physiology is essential (crime scene investigators, toxicologists, estheticians, medical animation specialists, food safety specialists, health care, etc.). Concept Maps illustrate how structure relates to function and Body Systems Working Together to Maintain Homeostasis show learners how the entire body works as a whole. Essential laboratory exercises included at the end of each chapter provide hands-on lab experience, without the need for a separate lab manual. Key terms with phonetic pronunciations help build vocabulary. The CD-ROM that accompanies the book engages learners through interactive activities, quizzes and animations.

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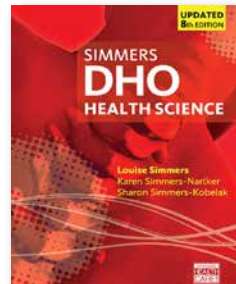
CAREER SUCCESS SKILLS & PROFESSIONALISM

DHO HEALTH SCIENCE UPDATED, SOFT COVER, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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The highly respected DIVERSIFIED HEALTH OCCUPATIONS is now DHO HEALTH SCIENCE UPDATED. The Eighth Edition of this trusted text continues to provide an all-in-one resource for introductory coursework in the health science

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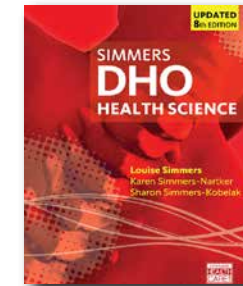
Part I: BASIC HEALTH CARE CONCEPTS AND SKILLS. 1. History and Trends of Health Care. 2. Health Care Systems. 3. Careers in Health Care. 4. Personal and Professional Qualities of a Health Care Worker. 5. Legal and Ethical Responsibilities. 6. Medical Terminology. 7. Anatomy and Physiology. 8. Human Growth and Development. 9. Cultural Diversity. 10. Geriatric Care. 11. Nutrition and Diets. 12. Computers and Technology in Health Care. 13. Medical Math. 14. Promotion of Safety. 15. Infection Control. 16. Vital Signs. 17. First Aid. 18. Preparing for the World of Work. Part II: SPECIAL HEALTH CARE SKILLS. 19. Dental Assistant Skills. 20. Laboratory Assistant Skills. 21. Medical Assistant Skills. 22. Nurse Assistant Skills. 23. Physical Therapy Skills. 24. Business and Accounting Skills.

DHO HEALTH SCIENCE UPDATED, 8E

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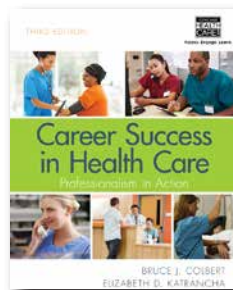
Laboratory Assistant Skills. 21. Medical Assistant Skills. 22. Nurse Assistant Skills. 23. Physical Therapy Skills. 24. Business and Accounting Skills.

CAREER SUCCESS IN HEALTH CARE: PROFESSIONALISM IN ACTION, 3E

Bruce J. Colbert, *University of Pittsburgh at Johnstown*;
Elizabeth Katrancha, *University of Pittsburgh at Johnstown*

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Developing your interpersonal skills and establishing your “brand” as a professional early in your academic career will directly affect your future success. With its unique “worktext” format, **CAREER SUCCESS IN HEALTH CARE**:

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CONTENTS

Section I: COMMUNICATING WITH YOURSELF: ACHIEVING PERSONAL EXCELLENCE. 1. Study Skills: Laying the Foundation. 2. Characteristics for Personal and Professional Success. 3. Setting Goals and Time Management. 4. Stress Management. 5. Thinking and Reasoning Skills. Section II: COMMUNICATING WITH OTHERS:

ACHIEVING PROFESSIONAL EXCELLENCE. 6. Types of Communication. 7. Communication in Action. 8. Communication Within an Organization. 9. Patient Interaction and Communication. 10. Your First Position as a Health Care Professional. 11. Professionalism in Action.

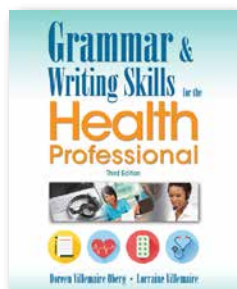
COMMUNICATIONS

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3E

Doreen Villemaire; Lorraine Villemaire

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Extremely student friendly, **GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL**, 3e, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable

resource the can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text’s unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

CONTENTS

MODULE I. Section 1: Noun. Noun plurals. Function of nouns. Medical Assisting Creed of the AAMA statement of beliefs. Medical office correspondence. Section 2: Pronouns. Personal pronouns. Reflexive. Relative. Indefinite. Interrogative. Demonstrative. Pronoun-antecedent. Commonly confused pronouns. Office memorandum/memo. Email. Section 3: Verbs. Action. Being. Main verbs and helping verbs. Linking verbs. Transitive and intransitive. Gerunds. Infinitives. Verb tense. Regular and irregular verbs. Confusing and troublesome verbs. Use of verb tense. Voices of verbs. Moods of verbs. The Medical Record/Electronic Health Record (HER)/Electronic Medical Record (EMR). The American Health Information Management Association (AHIMA). The Joint Commission (TJC) and the Accreditation of Health Care Facilities. The Health Insurance Portability and Accountability Act (HIPAA). Section 4: Adjectives. Limiting. Interrogative and proper adjectives. Predicate and compound adjectives. Descriptive adjective. Degrees of adjectives. Troublesome adjectives. Eponyms. Medical reports. Radiology. Pathology. Discharge. Operative. Section 5: Adverbs. Adverbs as modifiers. Degrees of comparison. Irregular adverbs. Changing adjectives into adverbs. Negative adverbs. Double negatives. Placement of adverbs. Troublesome adverbs. Fax. Phone courtesy. Messages. Minutes of a meeting. MODULE 2. Section 6: The Sentence. Components. Independent and dependent clause. Phrases. Types of sentences. Classification of sentences. Effective sentences. Progress notes, charting. Section 7: Punctuation. Period. Exclamation mark. Question mark. Comma. Semi-colon. Parenthesis. Dash. Hyphen. Apostrophe. Quotation marks. Medical reports. History and physical. Consultation. Section 8: Preposition, conjunction and paragraph. Compound prepositions. Prepositional modifiers. Problematic prepositions. Coordinating conjunctions. Correlative conjunctions. Subordinating conjunctions. Paragraphs types. Structure of the paragraph. Paragraph organization. Medical writing. Manuscripts and research. APA style. Promotional writing. MODULE 3. Section 9: Writing process. Prewriting. Writing and rewriting. Proofreading for final draft. Section 10: The Resume. Essentials of the resume/work-up. Contact information. Related skills.

Education/awards/honors. Certification. Memberships/conferences. References. Objective. Keywords. Three types of resumes. Chronological resume. Functional resume. Hybrid/combination resume. Cover letter. Section 11: Appendix. Spelling rules. Capitalization rules. Number use. Clichés. Titles and salutations. Use of a thesaurus. Use of the English dictionary. Use of the medical dictionary.

THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, *Highline Community College*

© 2017, 288pp, Paperback, 9781305574618

CENGAGE | MINDTAP **ebook**



Redesigned with you in mind, **THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS**, Fourth Edition is the complete guide to patient interactions in today’s clinical care settings. Effective communication can ease

patient anxiety, increase compliance, and enhance health care interactions for all, especially when dealing with life-altering illness, death and dying, depression, substance abuse, and other situations where patient behaviors can be unpredictable. Inside each chapter, you will explore both the good and bad responses caregivers have to stressful scenarios, as well as techniques for improvement. And every chapter starts with a case study to bring life to the page, then reinforces communication strategies with more practice cases, boxed features, role-play exercises, and questions as you go. No matter the situation you face on the job, **THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS**, Fourth Edition can prepare you with the soft skills you need to think critically on your feet and help patients cope.

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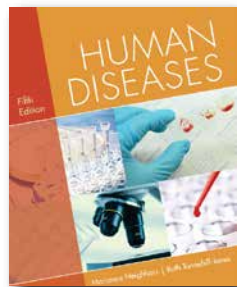
DISEASES / PATHOLOGY

HUMAN DISEASES, 5E

Marianne Neighbors, University of Arkansas; Ruth Tannehill-Jones

© 2019, 624pp, Paperback, 9781337396790

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Designed specifically for future allied health professionals, HUMAN DISEASES, 5e delivers everything you need to know about the diseases and disorders health care providers see and treat the most. Making pathology fully accessible, this best

seller is packed with the most current research available and reflects the latest practices from the field. Following a basic review of anatomy and physiology, chapters present each disease's description, etiology, symptoms, diagnosis, treatment, and prevention as well as detailed, full-color photos to ensure your thorough understanding. The fifth edition covers emerging disorders, ICD-10 progress, pharmacology concerns, herbal and nontraditional remedies, current statistics, and much more. In addition, real-life cases and interactive learning tools give you hands-on experience putting what you learn into practice.

CONTENTS

Unit 1: INTRODUCTION TO HUMAN DISEASES. 1. Introduction to Human Diseases. 2. Mechanisms of Disease. 3. Neoplasms. 4. Inflammation and Infection. Unit II: COMMON DISEASES AND DISORDERS OF BODY SYSTEMS. 5. Immune System Diseases and Disorders. 6. Musculoskeletal System Diseases and Disorders. 7. Blood and Blood-Forming Organ Diseases and Disorders. 8. Cardiovascular System Diseases and Disorders. 9. Respiratory System Diseases and Disorders. 10. Lymphatic System Diseases and Disorders. 11. Digestive System Diseases and Disorders. 12. Liver, Gallbladder, and Pancreatic Diseases

and Disorders. 13. Urinary System Diseases and Disorders. 14. Endocrine System Diseases and Disorders. 15. Nervous System Diseases and Disorders. 16. Eye and Ear Diseases and Disorders. 17. Reproductive System Diseases and Disorders. 18. Integumentary System Diseases and Disorders. Unit III: GENETIC/DEVELOPMENTAL, CHILDHOOD, AND MENTAL HEALTH DISEASES AND DISORDERS. 19. Genetic and Developmental Diseases and Disorders. 20. Childhood Diseases and Disorders. 21. Mental Health Diseases and Disorders.

PATHOPHARMACOLOGY

Bruce J. Colbert, University of Pittsburgh at Johnstown; Kurtis Pierce, University of Pittsburgh at Johnstown

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Module 1: Core Concepts of Disease. Module 2: Mechanism of Disease. Module 3: Core Concepts of Pharmacology. Module 4: Drug Administration and Dosage Forms. Module 5: Cancer and Antineoplastic Pharmacology. Module 6: Pathopharmacology of the Musculoskeletal System. Module 7: Pathopharmacology of the Integumentary System. Module 8: Gastrointestinal Diseases and Medications. Module 9: Pathopharmacology of the Endocrine System. Module 10: Pathopharmacology of the Urinary System. Module 11: Pathopharmacology of the Respiratory System. Module 12: Pathopharmacology of the Cardiovascular System. Module 13: Pathopharmacology of the Nervous System. Module 14: Pathopharmacology of the Eyes and Ears. Module 15: Pathopharmacology of the Reproductive System.

ELECTROCARDIOGRAM (ECG / EKG)

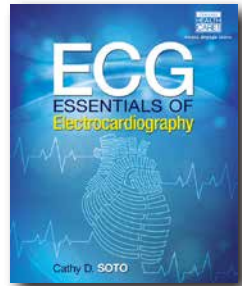
ECG

Essentials of Electrocardiography

Cathy Soto

© 2017, 352pp, Paperback, 9781285180984

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ECG: ESSENTIALS OF

ELECTROCARDIOGRAPHY is designed to help you understand the fundamental knowledge and skills necessary to successfully perform an ECG. Its concise yet comprehensive coverage includes instruction on the anatomy of the heart, electrophysiology of the heart, and ECG basics. To prepare you for completing ECGs in the field, this student-friendly text presents a combination of introductory cardiovascular anatomy, relationships of other body systems to heart health, need-to-know legal and ethical considerations, patient assessment techniques, instructions on how to complete and document ECGs, and basic interpretation of the ECG tracing. “Call-outs” point out material you should memorize, while “Quick Checks” help you test your comprehension as your progress through the text. In addition, thorough coverage of objectives you must master to qualify to sit for the National Healthcareer Association’s (NHA) EKG Technician Certification exam are included throughout.

CONTENTS

1. Anatomy of the Heart. 2. Body Systems and Heart Health. 3. Heart Electrical Physiology. 4. Cardiovascular Medications. 5. Patient Assessment. 6. Electrocardiogram Basics. 7. Waveforms, Rate,

Rhythm, and Artifacts. 8. Recognizing Arrhythmias, Pacemakers, and Emergencies. Appendix A: ECG Performance Competency Assessment. Appendix B: Preparing for Clinical Experiences. Appendix C: Universal Standard Precautions and Icons. Appendix D: Acronyms, Abbreviations, and Mnemonics Used in this Book. Appendix E: Test Taking Strategies for National Certification. Appendix F: A Normal Sinus Rhythm (NSR) ECG. Appendix G: 12 Lead ECG: Normal Electrode Placement. References and Suggested Readings. Glossary. Index.

ETHICS

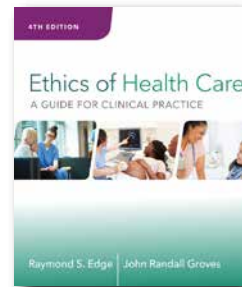
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University – Saint Louis; John Randall Groves, Ferris State University

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Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

teaches you the language of the legal system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each

chapter also includes legal and ethical case studies to help you put what you learn into practice.

CONTENTS

1. Introduction: Obligations of a Professional. 2. Human Value Development and the System of Public Law. 3. Decision Making in Value Issues and Private Law. 4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse. 5. Confidentiality and the Management of Health Care Information. 6. Justice and the Allocation of Scarce Resources. 7. Role Fidelity. 8. Reproductive Issues. 9. Decisions at the End of Life. 10. Health Care Ethics and the Near Future.

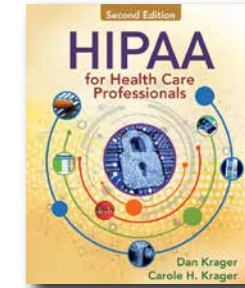
HIPAA

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

© 2018, 192pp, Paperback, 9781305946064

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HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, clearly explains the Health Insurance Portability and Accountability Act, including fundamentals, privacy, security, and common myths. This updated edition also shows you where and

how HIPAA affects health care and insurance through modifications to other related laws. Offered in an easy-to-follow format, the text includes examples, real-life scenarios, and optional interactive features to help you better understand important concepts, test that understanding, and prepare you for a rewarding career in health care.

CONTENTS

1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

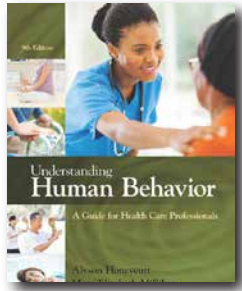
HUMAN BEHAVIOR

UNDERSTANDING HUMAN BEHAVIOR, 9E

A Guide for Health Care Professionals
Alyson Honeycutt; Mary Elizabeth Milliken

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Empowering you as a future health care professional, **UNDERSTANDING HUMAN BEHAVIOR, 9e**, delivers reliable, practical information that equips you with a solid understanding of basic psychological concepts from a health care perspective. Updated with

the latest industry trends and examples, the text offers streamlined coverage that spans a broad but valuable range of important mental health topics -- as well as their implications for you as a health care professional. It includes new coverage of cultural bias and cultural competence; developmental disorders; trauma-informed care; drug use in the U.S.; alternative, complementary, and integrative medicine; stress-management techniques; and much more. Presenting both client and caregiver perspectives, this powerful resource explores the behaviors, emotions, and coping mechanisms you may encounter in a variety of health care situations and settings. Practical examples and activities help you apply what you learn to real-world scenarios.

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Section I: BECOMING A HEALTH CARE PROFESSIONAL. 1. Challenges and Responsibilities of Health Care Professionals. 2. The Philosophy of Individual Worth. 3. Self-Understanding. Section II: UNDERSTANDING HUMAN BEHAVIOR. 4. Influences on Behavior. 5. Physical Needs. 6. Self-Esteem and Social Needs. 7. Emotions and Behavior. 8. Adjustment and Patterns of Behavior. Section III: BEHAVIOR AND PROBLEMS IN LIVING.

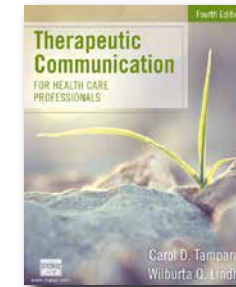
9. Common Threats to Adjustment. 10. Effects of Trauma. 11. Defense Mechanisms. 12. Frustration and Inner Conflict. Section IV: EFFECTIVE HUMAN RELATIONS AND COMMUNICATION. 13. Effects of Illness on Behavior. 14. Human Relations and Coping with Patient Behavior. 15. Practicing Effective Communication. Section V: DEATH AND LOSS. 16. Grief and Loss throughout Life. 17. Death: Attitudes and Practices. 18. Caring for the Dying Person. Section VI: TRENDS IN HEALTH CARE. 19. Health Care through the Ages. 20. What Is Healing? Who Is the Healer? 21. Alternative, Complementary, and Integrative Medicine. 22. Managing Stress. Glossary. Index.

THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, Highline Community College

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INFECTION CONTROL

INFECTION CONTROL MANUAL FOR HEALTHCARE PROFESSIONALS

Elizabeth Shipsey, Mandalay Retreat Care; Janet Kerswell

© 2016, 160pp, Spiral, 9780170261609

ebook



Infection Control Manual for Healthcare Professionals is essential for all students and trainees enrolled in HLTINF001. Comply with infection prevention and control policies and procedures. It educates healthcare students practicing in a clinical

setting by providing a comprehensive understanding of infection control. The text is mapped to competency HLTINF001 and provides valuable underpinning knowledge and skills required to reduce infection transmission, prevention and control. Handy in size, complete with spiral binding and coated paper, make this handbook a great resource for use within clinical settings, or as a reference guide. Informative and user-friendly, students and trainees receive the most comprehensive coverage of infection control. In addition, an array of auxiliary resources save on instructor preparation and teaching time, as well as reinforce student learning outside of the classroom.

CONTENTS

1. Basic microbiology and infectious diseases 2. Disease transmission 3. Identifying and responding to infection risks 4. Following infection control

guidelines 5. Cultural considerations in Australian healthcare 6. Organisational infection control policies and procedures 7. Waste minimisation, environmental responsibility and sustainable practice issues Appendix A: Australian, State and Territory legislative requirements Appendix B: Infection control orientation Appendix C: Outbreak management Glossary References Index

INTRODUCTION TO HEALTH SCIENCES / HEALTH OCCUPATIONS

NEW EDITION

INTRODUCTION TO HEALTH CARE, 5E

Lee Haroun; Dakota Mitchell, Kaiser Permanente (retired)

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Preparing you for real-world practice, Haroun/Mitchell's **INTRODUCTION TO HEALTH CARE**, Fifth Edition, provides an easy-to-read introduction to the foundational skills necessary for a range of health care professions. Emphasizing core health care competencies --

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CONTENTS

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DHO HEALTH SCIENCE UPDATED, SOFT COVER, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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The highly respected **DIVERSIFIED HEALTH OCCUPATIONS** is now **DHO HEALTH SCIENCE UPDATED**. The Eighth Edition of this trusted text continues to provide an all-in-one resource for introductory coursework in the health science

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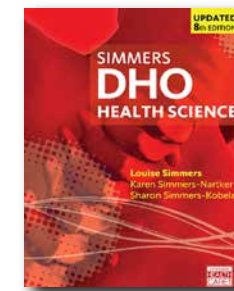
CARE SKILLS. 19. Dental Assistant Skills. 20. Laboratory Assistant Skills. 21. Medical Assistant Skills. 22. Nurse Assistant Skills. 23. Physical Therapy Skills. 24. Business and Accounting Skills.

DHO HEALTH SCIENCE UPDATED, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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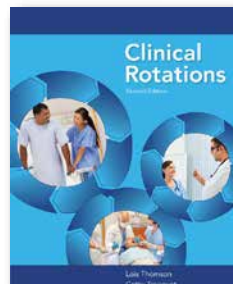
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CLINICAL ROTATIONS, 2E

Lois Thomson, Cypress Creek High School, Houston, TX (Retired); Cathy Trocquet, Cypress Creek High School, Houston

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ebook



This highly practical guide to modern health care professions includes everything you need to complement classroom learning with real-world experience. Encompassing the entire health care system, this trusted resource includes dedicated

chapters on more than 20 clinical rotations. In addition to guidance on assisting and observing health care professionals across a wide variety of specialties and settings, the text includes tools and forms to help you plan, document, and assess your clinical experiences. Thoroughly updated to reflect today's dynamic health care industry, CLINICAL ROTATIONS, Second Edition, includes new content and photos in every chapter, online resources and electronic forms, and additional learning tools to help you transition from classroom study to career success.

CONTENTS

1. Nursing. 2. Critical Care Units. 3. Geriatrics. 4. Maternity. 5. Emergency Room. 6. Imaging. 7. Laboratory. 8. Nuclear Medicine. 9.

Cardiopulmonary. 10. Physical Therapy. 11. Occupational, Recreational, Music, Art, Dance, Pet, Speech, and Industrial Rehabilitation Specialists Therapy. 12. Cardiac Rehabilitation, Cardiac Catheterization. 13. Sports Medicine. 14. Dietary/Nutrition. 15. Pharmacy. 16. Administration. 17. Material Management/Central Supply. 18. Surgery. 19. Wound Care/Lymphedema. 20. Endoscopy. 21. Health Care Offices. 22. Charity Agencies. 23. Dental. 24. Veterinary Medicine. 25. Health Care Skills.

MATHEMATICS

MATH FOR HEALTH CARE PROFESSIONALS, 2E

Michael Kennamer, Northeast Alabama Community College; Kennamer Media Group, Inc.

© 2017, 336pp, Paperback, 9781305509788

CENGAGE | MINDTAP ebook



Requiring no prior knowledge of mathematics or health care, MATH FOR HEALTH CARE PROFESSIONALS, 2E is a comprehensive, foundational resource that is equally effective in the classroom or for self-study. It emphasizes the

fundamentals of mathematics while giving you plenty of experience applying that to real-world practice. Actual health professionals also share how they use math in their careers. Exercises using drug dosages, intake and output, weights and measures, temperatures, IV drip rates, illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts give you hands-on practice with real-life health care skills requiring mathematics. A student workbook and MindTap digital learning solution are also available. The Second Edition includes all-new chapters devoted to pre-algebra and geometry as well as statistics. It also offers new coverage of body mass index, 24-hour time,

calculating the volume of containers of various shapes, and more.

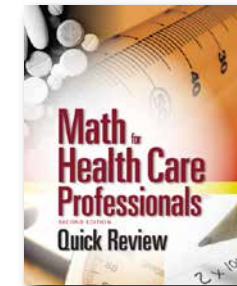
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Unit 1: INTRODUCTION. 1. Math as a Health care Function. Unit 2: BASIC PRINCIPLES. 2. Numerical Systems. 3. Measurement Systems. 4. Whole Number Review. 5. Decimals. 6. Fractions. 7. Ratio and Proportions. 8. Percentages. 9. Conversions. 10. Essentials of Pre-Algebra and Geometry. Unit 3: APPLICATIONS. 11. Medication Dosage Calculations. 12. Weights, Measures and Time. 13. Measuring Intake and Output. 14. Application of Statistical Principles in Health care. Unit 4: ADDITIONAL LEARNING RESOURCES. Appendix A: Resources. Appendix B: Abbreviations. Appendix C: Equivalents. Appendix D: Glossary. Appendix E: Final Summative Evaluation. Answers to Selected Questions. Index.

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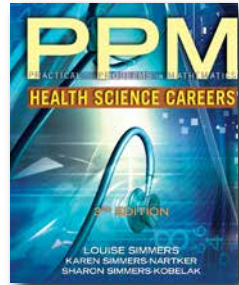
Preface. To the Reader. Unit 1: BASIC PRINCIPLES. 1. Measurement Systems. 2. Whole Number Review. 3. Decimals. 4. Fractions. 5. Ratios and Proportions. 6. Percentages. 7. Conversions. 8. Essentials of Pre-Algebra and Geometry. Unit 2: APPLICATIONS. 9. Medication Dosage Calculations. 10. Weights, Measures and Time. 11. Measuring Intake and Output. Unit 3: ADDITIONAL LEARNING RESOURCES. Appendix A: Resources. Appendix B: Abbreviations. Appendix C: Equivalents. Appendix D: Glossary. Index.

PRACTICAL PROBLEMS IN MATH FOR HEALTH SCIENCE CAREERS, 3E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

© 2013, 368pp, Paperback, 9781111540388

ebook



PRACTICAL PROBLEMS IN MATHEMATICS FOR HEALTH SCIENCE CAREERS, 3RD EDITION familiarizes you with essential math processes using real-life examples and straightforward instruction. Using a word problem

format, this text starts you off with simple examples, and then progresses to complex paradigms at a comfortable pace. Plus, it focuses on the mathematical situations that you're likely to encounter in the health care field, including problems involving medications, intravenous solutions, and other emulsions. No matter which area of Allied Health you're interested in, updated and expanded Practical Problems In Mathematics For Health Science Careers, 3rd Edition is the resource you'll use for years to come.

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1. Whole Numbers. 2. Common Fractions. 3. Decimal Fractions. 4. Percent, Interest, and Averages. 5. Ratio and Proportion. 6. Metric and Other Measurements. 7. Measurement Instruments. 8. Graphs and Charts. 9. Accounting and Business. 10. Math for Medications. 11. Introduction to Health Occupations.

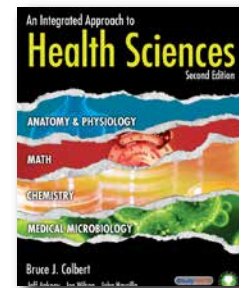
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

© 2012, 448pp, Hardback, 9781435487642

ebook



Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

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and Systems. 4. The Integumentary System. 5. The Skeletal System. 6. The Muscular System. 7. The Nervous System. 8. The Endocrine System. 9. The Special Senses. 10. The Respiratory System. 11. The Cardiovascular and Lymphatic Systems. 12. The Gastrointestinal System. 13. The Urinary and Reproductive Systems. Section II: FUNDAMENTALS OF MATHEMATICS. 14. Basic Mathematical Definitions and Fractions. 15. Decimals, Percents, and Ratios. 16. Exponents, Scientific Notation and The Metric System. 17. An Introduction to Algebra. 18. An Introduction to Equations. 19. More Equation Forms. 20. Statistics and Graphs. Section III: CHEMISTRY IN THE HEALTH SCIENCES. 21. Energy and States of Matter. 22. Basic Concepts of Chemistry. 23. Bonding and Chemical Formulas. 24. The Gas Laws. 25. Acids and Bases. 26. Biochemistry. 27. The Amazing Proteins. Section IV: MEDICAL MICROBIOLOGY. 28. Introduction to Medical Microbiology. 29. Infection Control. Glossary. Index.

MICROBIOLOGY

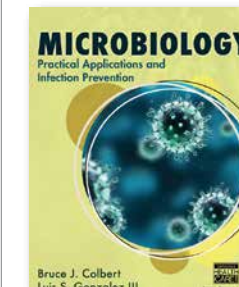
MICROBIOLOGY

Practical Applications and Infection Prevention

Bruce J. Colbert, University of Pittsburgh at Johnstown; Luis Gonzalez III

© 2016, 304pp, Hardback, 9781133693642

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Designed for tomorrow's health care and nursing professionals, MICROBIOLOGY: PRACTICAL APPLICATIONS AND INFECTION PREVENTION, 1st Edition provides you with an overview of medical microbiology while

emphasizing practical applications in clinical and care settings. Starting with the basics in each chapter, you will examine the science of microbiology, as well as medical specialties, aseptic techniques and procedures, infectious diseases, epidemiology, bioterrorism, and other fascinating topics. A robust set of ancillary learning tools guide you toward a deeper understanding of medical microbiology in practice with videos, animations, an audio glossary, interactive games, and more. Conversational and user-friendly, MICROBIOLOGY: PRACTICAL APPLICATIONS AND INFECTION PREVENTION, 1st Edition takes the fear out of medical microbiology, and opens the door to many emerging careers in health care.

CONTENTS

SECTION I: THE BACKGROUND AND SCIENCE OF MICROBIOLOGY. 1. The Background of Microbiology. 2. Medical Microbiology. 3. More Medical Microbiology Specialties. SECTION II: MICROBIOLOGY IN PRACTICE. 4. Infection Control. 5. Protecting Patients and Ourselves. 6. Microbiological Related Procedures. SECTION III: THE INFECTIOUS DISEASES: A SYSTEMS APPROACH. 7. Immunizations and Antimicrobials. 8. Microbiological Diseases: Part One. 9.

Respiratory Related Microbiological Diseases. Appendix A: Answers to Chapter Stop and Review Questions. Appendix B Clinical Laboratory Related Abbreviations and Acronyms. Appendix C: Example Viral, Bacterial and Fungal Diseases and Causative Agents. Appendix D: Patient Education on Preventing Healthcare Associated Infections (HAI's).

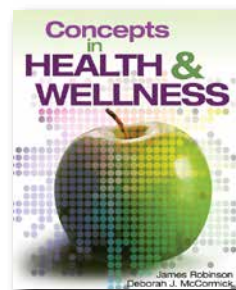
PERSONAL HEALTH / WELLNESS

CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University; Deborah J. McCormick, Ph.D., Northern Arizona University

© 2011, 576pp, Paperback, 9781418055417

ebook



CONCEPTS IN HEALTH AND WELLNESS is an inviting and straightforward book that will provide you with essential personal health information you can use to develop a lifetime of wellness skills. It will help you develop the knowledge and motivation you need to

maintain wellness throughout adulthood and will provide you with meaningful literary support for class instruction. More importantly, this book will empower you with the skills to access credible health and wellness information now and in the years to come. Each chapter contains special features that enhance the textual material and engage the reader through application exercises.

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6. Developing Healthy Relationships. 7. Sexual Wellness and Reproduction. 8. The Physically Active Lifestyle. 9. Nutritional Wellness. 10. Weight Management. 11. Tobacco. 12. Alcohol and Other Drugs. 13. Infectious Diseases. 14. Chronic Diseases. 15. Safety and Emergency Preparedness. 16. Environmental Wellness. 17. Health and Wellness through the Lifespan. Glossary. Personal Wellness Plans.

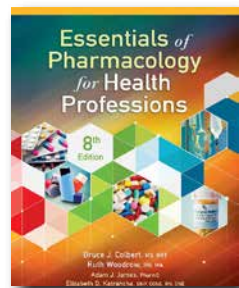
PHARMACOLOGY / DRUG REFERENCE

ESSENTIALS OF PHARMACOLOGY FOR HEALTH PROFESSIONS, 8E

Bruce J. Colbert, University of Pittsburgh at Johnstown; Ruth Woodrow

© 2019, 672pp, Paperback, 9781337395892

ebook



Best-selling ESSENTIALS OF PHARMACOLOGY FOR HEALTH PROFESSIONS, 8e is the ideal resource to help you prepare for licensed practical nursing, medical assisting, and other allied health careers. Focusing on “need to know” drug

information, it gives you the confidence to master pharmacology. Extremely reader friendly, this clear, concise book simplifies material into engaging and manageable chapters. By stressing clinical application, it also ensures you understand the “why” behind what you learn. Part I provides a solid foundation in basic pharmacologic principles. Part II covers drugs, sources, legal concerns, and medical uses. Chapters organize drugs by classifications and include their purpose, side effects, interactions, and precautions or contraindications. Patient education is highlighted for each category, while numerous reference tables help pull everything together for you by listing the

most commonly prescribed drugs, dosages, available forms, and special considerations.

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Part I: INTRODUCTION. 1. Consumer Safety and Drug Regulations. 2. Drug Names and References. 3. Sources and Bodily Effects of Drugs. 4. Medication Preparations and Supplies. 5. Abbreviations and Systems of Measurement. 6. Safe Dosage Preparation. 7. Responsibilities and Principles of Drug Administration. 8. Administration by the Gastrointestinal Route. 9. Administration by the Parenteral Route. 10. Poison Control. Part II: DRUG CLASSIFICATIONS. 11. Vitamins, Minerals, and Herbs. 12. Skin Medications. 13. Autonomic Nervous System Drugs. 14. Antineoplastic Drugs. 15. Urinary System Drugs. 16. Gastrointestinal Drugs. 17. Anti-infective Drugs. 18. Eye and Ear Medications. 19. Analgesics, Sedatives, and Hypnotics. 20. Psychotropic Medications, Alcohol, and Drug Abuse. 21. Musculoskeletal and Anti-inflammatory Drugs. 22. Anticonvulsants, Antiparkinsonian Drugs, and Agents for Alzheimer's Disease. 23. Endocrine System Drugs. 24. Reproductive System Drugs. 25. Cardiovascular Drugs. 26. Respiratory System Drugs and Antihistamines. 27. Drugs and Older Adults. References. Summary. Comprehensive Review Exam for Part I. Comprehensive Review Exam for Part II.

PATHOPHARMACOLOGY

Bruce J. Colbert, University of Pittsburgh at Johnstown; Kurtis Pierce, University of Pittsburgh at Johnstown

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M i n d T a p Pathopharmacology helps you learn on your terms. TAKES YOU FROM BASIC KNOWLEDGE AND UNDERSTANDING TO HIGHER LEVEL LEARNING USING A LEARNING OBJECTIVES BASED APPROACH. MINDTAP

CREATES A UNIQUE LEARNING PATH OF RELEVANT READINGS, MULTIMEDIA, AND ACTIVITIES BY LEARNING OBJECTIVE THAT MOVE YOU UP THE LEARNING TAXONOMY FROM BASIC KNOWLEDGE AND COMPREHENSION TO ANALYSIS AND APPLICATION. INSTANT ACCESS IN YOUR POCKET. Take advantage of the MindTap Mobile App to learn on your terms. Read or listen to textbooks and study with the aid of instructor notifications, flashcards, and practice quizzes. MINDTAP HELPS YOU CREATE YOUR OWN POTENTIAL. GEAR UP FOR ULTIMATE SUCCESS. Track your scores and stay motivated toward your goals. Whether you have more work to do or are ahead of the curve, you'll know where you need to focus your efforts. And the MindTap Green Dot will charge your confidence along the way. MINDTAP HELPS YOU OWN YOUR PROGRESS. MAKE YOUR TEXTBOOK YOURS. No one knows what works for you better than you. Highlight key text, add notes, and create custom flashcards. When it's time to study, everything you've flagged or noted can be gathered into a guide you can organize.

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STUDY GUIDE FOR COLBERT/ WOODROW'S ESSENTIALS OF PHARMACOLOGY FOR HEALTH PROFESSIONS, 8TH, 8E

Bruce J. Colbert, *University of Pittsburgh at Johnstown*; Ruth Woodrow

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ebook



The study guide includes key learning objectives for each chapter, outlines of key sections, self-test questions, and sets of problems similar to those in the text to help you succeed in the course.

MONITORING AND ADMINISTRATION OF IV MEDICATIONS FOR THE ENROLLED NURSE

Belynda Abbott; Susan M De Vries, *ACU Brisbane*

© 2016, 144pp, Spiral, 9780170261517

ebook



Address this challenging and critical area with your students using a trusted resource. Mapped to HLTENN007 Administer and monitor medicines and intravenous therapy and incorporates all appropriate state and national legislation regarding scope of practice,

according to ANMC review. This practical manual is spiral bound for use in classroom and clinical settings. Now you have access to latest theory, packed with practical cases, examples and medicines, and backed with student and teacher resources to save teacher time and enable students to revise outside of the classroom.

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1. Role of the health care team in the administration of intravenous medications
2. Pathophysiology related to IV monitoring and administration
3. Preparing for and recording the delivery of IV medications
4. Major intravenous medication groups
5. Systems of intravenous medications delivery
6. Applying formulae for intravenous drug calculation
- Appendix: Australian, State and Territory Legislative Requirements

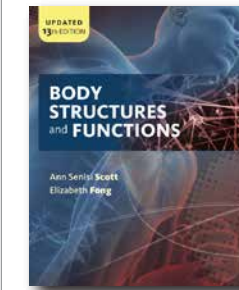
REFERENCE

BODY STRUCTURES AND FUNCTIONS UPDATED, 13E

Ann Senisi Scott, *Mount Mercy College, Cedar Rapids, Iowa*;
Elizabeth Fong

© 2019, 544pp, Paperback, 9781337907545

CENGAGE | MINDTAP ebook



Written and designed specifically for allied health students, BODY STRUCTURES AND FUNCTIONS UPDATED, 13th edition, equips you to the basics required for the study of the human body and how it functions. It provides a clear introduction to life functions, medical terminology and

phonetic pronunciations as well as a thorough review of human development and body processes. Diseases and disorders are integrated within each body system chapter to link physiology with anatomy. A media link feature connects you to 3-D anatomy, physiology and pathophysiology animations that bring chapter concepts to life, while detailed Career Profiles give you an inside look at the many health care professions available today. In addition, hands-on activities and case studies emphasize clinical applications, giving you a realistic view of situations you will face on the job. This edition is aligned with Precision Exams' Health Science Career Cluster.

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15. The Lymphatic System and Immunity.
16. Infection Control and Standard Precautions.
17. Respiratory System.
18. Digestive System.
19. Nutrition.
20. Urinary/Excretory System.
21. Reproductive System.
22. Genetics and Genetically Linked Diseases.

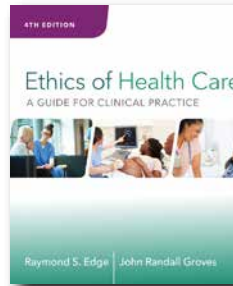
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired),
Maryville University – Saint Louis; John Randall Groves, Ferris
State University

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Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

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1. Introduction: Obligations of a Professional.
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6. Justice and the Allocation of Scarce Resources.
7. Role Fidelity.
8. Reproductive Issues.
9. Decisions at the End of Life.
10. Health Care Ethics and the Near Future.

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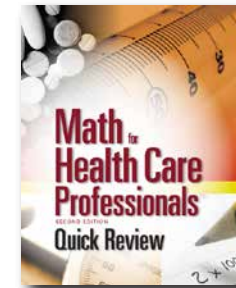
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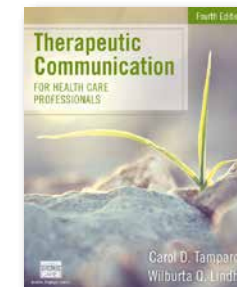
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THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, Highline Community
College

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Redesigned with you in mind, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition is the complete guide to patient interactions in today's clinical care settings. Effective communication can ease

patient anxiety, increase compliance, and enhance health care interactions for all, especially when dealing with life-altering illness, death and dying, depression, substance abuse, and other situations where patient behaviors can be unpredictable. Inside each chapter, you will explore both the good and bad responses caregivers have to stressful scenarios, as well as techniques for improvement. And every chapter starts with a case study to bring life to the page, then reinforces communication strategies with more practice cases, boxed features, role-play exercises, and questions as you go. No matter the situation you face on the job, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition can prepare you with the soft skills you need to think critically on your feet and help patients cope.

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1. Therapeutic Communication. 2. Multicultural Therapeutic Communication. 3. Therapeutic Communication in Complementary Medicine. 4. The Helping Interview. 5. The Therapeutic Response Across the Life Span. 6. The Therapeutic Response to Stressed, Anxious, and Fearful Clients. 7. The Therapeutic Response to Angry, Aggressive, Abused, or Abusive Clients. 8. The Therapeutic Response to Depressed and/or Suicidal Clients. 9. The Therapeutic Response to Clients with Substance-Related and Addictive Disorders. 10. The Therapeutic Response to Clients with Life-Altering Illness. 11. The Therapeutic Response to Clients Experiencing Loss, Grief, Dying, and Death. Appendix A: Theories of Growth and Development. Appendix B: Defense Mechanisms.

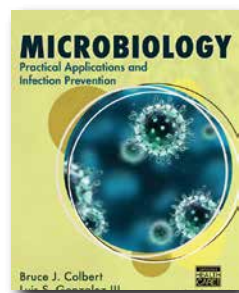
MICROBIOLOGY

Practical Applications and Infection Prevention

Bruce J. Colbert, University of Pittsburgh at Johnstown; Luis Gonzalez III

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CENGAGE | MINDTAP ebook



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SAFETY & COMPLIANCE

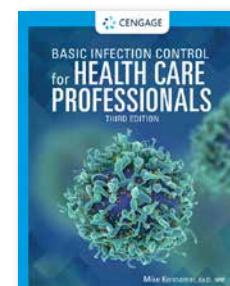
NEW EDITION

BASIC INFECTION CONTROL FOR HEALTH CARE PROFESSIONALS, 3E

Michael Kenamer, Northeast Alabama Community College; Kenamer Media Group, Inc.

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Basic Infection Control for Health Care Providers, Third Edition, is a clear and concise guide to preventing occupational exposure hazards and communicable and infectious diseases. Written at a level that assumes no prior knowledge of infectious disease, this

book includes coverage on how to safely protect oneself from infectious agents and what to do in case of infectious exposure. This book is equally applicable for any healthcare field, including medical assistant, nursing, physical and occupational therapy, nursing assistant, dental professionals, respiratory therapy, diagnostic imaging, long-term care, massage therapy, and emergency medicine. Other occupations with potential exposure to infectious disease, such as tattoo artists, law enforcement, food service, corrections, fire service, childcare, and education, will benefit from the clear and concise discussions of the disease process, protection from communicable disease, and post-exposure protocols. Background information such as legal issues and the immune system provide a clear context regarding exposure and infectious

diseases. The blend of fundamental infection control content and reference resources makes this tool perfect for use in an instructional setting or as a reference for anyone at risk of occupational exposure to infectious disease.

CONTENTS

Unit 1: Infection Control. 1. Introduction to Infection Control. 2. Legal Issues. 3. The Disease Process. 4. The Immune System. 5. Protection from Communicable Disease in the Workplace. 6. Protection from Infectious Agents Used as Weapons. 7. Exposure Determination. 8. Post Exposure. Unit 2: Infectious Diseases. 9. Diseases Caused by Bacteria. 10. Diseases Caused by Fungi. 11. Diseases Caused by Parasites. 12. Diseases Caused by Viruses. Glossary.

SCIENCE FOR HEALTH CARE

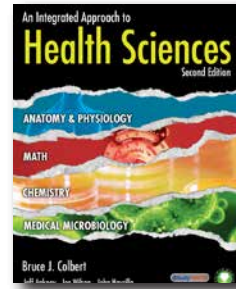
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

© 2012, 448pp, Hardback, 9781435487642

ebook



Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

Health Sciences: anatomy and physiology, math, chemistry, and medical microbiology, and then presents them in the context of health professions. Medical terminology and physics concepts are also covered. Rich illustrations, theory, practical applications, and humorous anecdotes all join together to help learners connect with the material as they learn it, fostering increased retention and comprehension. As a result, learners will gain valuable knowledge while also getting access to an insider look at health careers through the book's professional profiles. Exercises and case studies complement the comprehensive coverage and sharpen critical thinking skills, making this a complete package for anyone aiming to develop a solid foundational knowledge in the health sciences. And although the textbook can stand alone, it has capabilities for enhancements with a rich array of extra resources that include videos, animations, interactive games, study questions and a workbook with activities.

CONTENTS

Section I: FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY. 1. Medical Terminology: The Language of Medicine. 2. Overview of the Human Body. 3. The Raw Materials: Cells, Tissues, Organs, and Systems. 4. The Integumentary System. 5. The Skeletal System. 6. The Muscular System. 7. The Nervous System. 8. The Endocrine System. 9. The Special Senses. 10. The Respiratory System. 11. The Cardiovascular and Lymphatic Systems. 12. The Gastrointestinal System. 13. The Urinary and Reproductive Systems. Section II: FUNDAMENTALS OF MATHEMATICS. 14. Basic Mathematical Definitions and Fractions. 15. Decimals, Percents, and Ratios. 16. Exponents, Scientific Notation and The Metric System. 17. An Introduction to Algebra. 18. An Introduction to Equations. 19. More Equation Forms. 20. Statistics and Graphs. Section III: CHEMISTRY IN THE HEALTH SCIENCES. 21. Energy and States of Matter. 22. Basic Concepts of Chemistry. 23. Bonding and Chemical Formulas. 24. The Gas Laws. 25. Acids and Bases. 26. Biochemistry. 27. The Amazing Proteins. Section IV: MEDICAL MICROBIOLOGY. 28. Introduction to Medical Microbiology. 29. Infection Control. Glossary. Index.

BIOLOGY

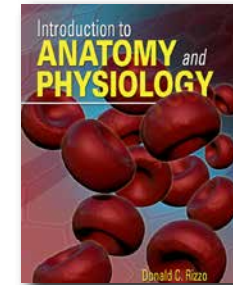
HUMAN ANATOMY & PHYSIOLOGY

INTRODUCTION TO ANATOMY AND PHYSIOLOGY

Dr. Donald C. Rizzo, Maragrove College

© 2012, 576pp, Hardback, 9781111138448

ebook



INTRODUCTION TO ANATOMY AND PHYSIOLOGY is for the fundamentals A&P science course. It requires no prior biology or chemistry knowledge. In addition this book exposes learners to the fundamentals of the human body and how it

functions, specifically focusing on how body systems work together to promote homeostasis. Each body system chapter is self-contained and can be studied in any order preferred. Extensive coverage of diseases highlights common disorders that affect the body throughout the life span. Case Studies and Career Focus features help learners apply knowledge and consider careers for which an understanding of Anatomy and Physiology is essential (crime scene investigators, toxicologists, estheticians, medical animation specialists, food safety specialists, health care, etc.). Concept Maps illustrate how structure relates to function and Body Systems Working Together to Maintain Homeostasis show learners how the entire body works as a whole. Essential laboratory exercises included at the end of each chapter provide hands-on lab experience, without the need for a separate lab manual. Key terms with phonetic pronunciations help build vocabulary. The CD-ROM that accompanies the book engages learners through interactive activities, quizzes and animations.

CONTENTS

1. The Human Body. 2. The Chemistry of Life. 3. Cell Structure. 4. Cellular Metabolism and Reproduction: Mitosis and Meiosis. 5. Tissues. 6. The Integumentary System. 7. The Skeletal System. 8. The Articular System. 9. The Muscular System. 10. The Nervous System: Introduction, Spinal Cord and Spinal Nerves. 11. The Nervous System: The Brain, Cranial Nerves, Autonomic Nervous System and the Special Senses. 12. The Endocrine System. 13. The Blood. 14. The Cardiovascular System. 15. The Lymphatic System. 16. Nutrition and the Digestive System. 17. The Respiratory System. 18. The Urinary System. 19. The Reproductive System.

COMMUNICATION SCIENCES AND DISORDERS

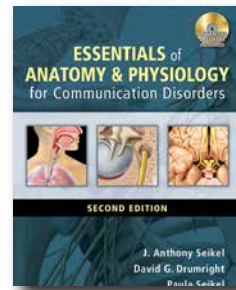
AUDIOLOGY

ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS (WITH CD-ROM), 2E

J. Anthony Seikel, Ph.D., Idaho State University; David G. Drumright, B.S.; Paula Seikel, Idaho State University

© 2014, 528pp, Paperback, 9781133018216

ebook



ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS, 2nd Edition is a reader-friendly introduction to the physical systems and structures involved in verbal and auditory communication, as well as their functions and disorders. Written specifically for communication sciences students, the book also discusses the etiology of disorders, along with the modern technologies and therapies used to diagnose and treat them. ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS, 2nd Edition uses a wealth of study tools to help you identify and understand anatomy and physiology terms without suffering from information overload. Features include chapter summaries, study questions and answers, detailed appendices, a glossary, and a CD-ROM packed with interactive exercises, quizzes, and videos.

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1. Basic Elements of Anatomy.
2. Anatomy and Physiology of Respiration.
3. Anatomy and Physiology of Phonation.
4. Anatomy and

Physiology of Articulation, Resonation, and Swallowing. 5. Anatomy and Physiology of Hearing. 6. Neuroanatomy and Neurophysiology.

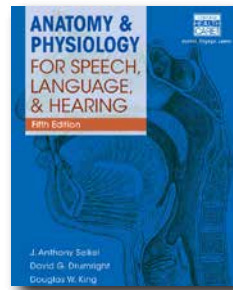
SPEECH LANGUAGE PATHOLOGY

ANATOMY & PHYSIOLOGY FOR SPEECH, LANGUAGE, AND HEARING, 5TH (WITH ANATESSE SOFTWARE PRINTED ACCESS CARD), 5E

J. Anthony Seikel, Ph.D., Idaho State University; David G. Drumright, B.S.; Douglas W. King, Ph.D.

© 2016, 832pp, Hardback, 9781285198248

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ANATOMY AND PHYSIOLOGY FOR SPEECH, LANGUAGE, AND HEARING, Fifth Edition, provides a solid foundation in anatomical and physiological principles relevant to communication sciences and disorders. Ideal for speech-language pathology and audiology students, as well as practicing clinicians, the text integrates clinical information with everyday experiences to reveal how anatomy and physiology relate to the speech, language, and hearing systems. Combining comprehensive coverage with abundant, full-color illustrations and a strong practical focus, the text makes complex material approachable even for students with little or no background in anatomy and physiology. Thoroughly updated to reflect current trends, techniques, and best practices, the Fifth Edition of this acclaimed text is supported by innovative Anatesse learning software—now accessible online via PC, Mac, and tablet devices—featuring tutorials, interactive quizzes, and other resources to help students of all learning styles master the material and prepare for professional licensing exams.

CONTENTS

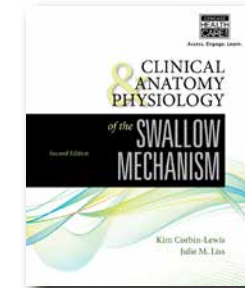
1. Basic Elements of Anatomy.
2. Anatomy of Respiration.
3. Physiology of Respiration.
4. Anatomy of Phonation.
5. Physiology of Phonation.
6. Anatomy of Articulation and Resonation.
7. Physiology of Articulation and Resonation.
8. Physiology of Mastication and Deglutition.
9. Anatomy of Hearing.
10. Auditory Physiology.
11. Neuroanatomy.
12. Neurophysiology.
- Appendix A: Anatomical Terms.
- Appendix B: Useful Combining Forms.
- Appendix C: Muscles of Respiration.
- Appendix D: Muscles of Phonation.
- Appendix E: Muscles of Face, Soft Palate, and Pharynx.
- Appendix F: Sensors.
- Appendix G: Cranial Nerves.
- Appendix H: Pathologies that Affect Speech Production.
- Glossary.
- Index.

CLINICAL ANATOMY & PHYSIOLOGY OF THE SWALLOW MECHANISM, 2E

Kim Corbin-Lewis, Ph.D., CCC-SLP, Utah State University, Logan, UT; Julie M. Liss, Ph.D., CCC-SLP, Arizona State University

© 2015, 336pp, Paperback, 9781435493001

ebook



This complete, concise guide enables graduate students in speech-language pathology to apply their knowledge of the anatomy and physiology of voice and speech production to the study of normal deglutition and dysphagia.

The text examines the oral, pharyngeal, and esophageal components of the swallow mechanism, identifying both normal structure and morphology and structural and physiologic abnormalities. The Second Edition has been carefully updated to reflect current evidence and evolving theoretical frameworks for a wide range of diagnostic and treatment approaches, as well as the analytical process needed to effectively evaluate current and future research results. The text also features new material on neurological control, motor control, and learning, in addition to information on new technology and treatment techniques, such as electrical stimulation, free water protocols, Shaker exercises, and use of the National Dysphagia Diet. New and revised images clearly and consistently illustrate critical concepts of anatomy and physiology. The authors' conversational writing style makes even complex material more engaging and easier to master and apply. This comprehensive, yet highly approachable text equips students to apply a systematic line of inquiry and evidence-based practice to diagnose and manage dysphagia accurately and efficiently.

CONTENTS

1. Examination of the Oral Swallow Component.
2. Examination of the Pharyngeal Swallow Component.
3. Examination of the Esophageal Swallow

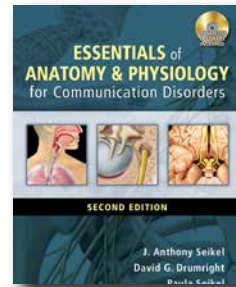
Component. 4. Neural Control Mechanisms of the Normal Swallow. 5. Direct and Indirect Oropharyngeal and Esophageal Imaging. 6. Physiological Bases of Neurogenic Dysphagia. 7. Physiological Bases of Structural Dysphagia. 8. Physiologic Bases of Compensatory Treatment Strategies. 9. Physiologic Bases of Rehabilitative Treatment Strategies. 10. Future Direction. Glossary. Index.

ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS (WITH CD-ROM), 2E

J. Anthony Seikel, Ph.D., Idaho State University; David G. Drumright, B.S.; Paula Seikel, Idaho State University

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ebook



ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS, 2nd Edition is a reader-friendly introduction to the physical systems and structures involved in verbal and auditory communication, as

well as their functions and disorders. Written specifically for communication sciences students, the book also discusses the etiology of disorders, along with the modern technologies and therapies used to diagnose and treat them. ESSENTIALS OF ANATOMY AND PHYSIOLOGY FOR COMMUNICATION DISORDERS, 2nd Edition uses a wealth of study tools to help you identify and understand anatomy and physiology terms without suffering from information overload. Features include chapter summaries, study questions and answers, detailed appendices, a glossary, and a CD-ROM packed with interactive exercises, quizzes, and videos.

CONTENTS

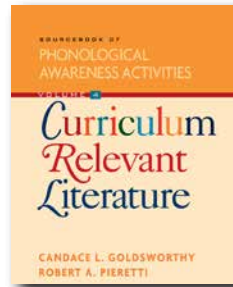
1. Basic Elements of Anatomy.
2. Anatomy and Physiology of Respiration.
3. Anatomy and Physiology of Phonation.
4. Anatomy and Physiology of Articulation, Resonation, and Swallowing.
5. Anatomy and Physiology of Hearing.
6. Neuroanatomy and Neurophysiology.

SOURCEBOOK OF PHONOLOGICAL AWARENESS ACTIVITIES, VOLUME IV

Candace L. Goldsworthy, Ph.D., California State University, Sacramento; Robert A. Pieretti, Ph.D., California State University, Sacramento

© 2013, 288pp, Paperback, 9781111138707

ebook



SOURCEBOOK OF PHONOLOGICAL AWARENESS ACTIVITIES, VOLUME 4: CURRICULUM-RELEVANT LITERATURE, 1st Edition provides special education teachers, speech-language pathologists, and parents a rich source of proven

phonological awareness activities integrated with popular children's literature. Proven awareness activities at the word, syllable, and phoneme levels are provided for children's stories that are frequently used in kindergarten and first-grade curricula across the country to teach and strengthen phonological awareness skills in children. Like the popular first three volumes, SOURCEBOOK OF PHONOLOGICAL AWARENESS ACTIVITIES, VOLUME 4: CURRICULUM-RELEVANT LITERATURE, 1st Edition delivers an effective, easy-to-use program that can instantly be put into practice to further a young student's reading success as he or she advances from oral language to proficiency in print.

CONTENTS

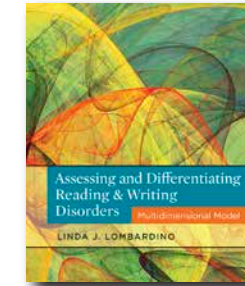
1. Introduction.
2. How the Materials Are Arranged and Suggestions for Using Them.
3. Phonological Awareness Activities to Use with Benny's Pennies.
4. Phonological Awareness Activities to Use with Bunny Cakes.
5. Phonological Awareness Activities to Use with Chicken Soup with Rice.
6. Phonological Awareness Activities to Use with Chrysanthemum.
7. Phonological Awareness Activities to Use with From Head to Toe.
8. Phonological Awareness Activities to Use with Home for Bunny.
9. Phonological Awareness Activities to Use with Liang and the Magic Paint Brush.
10. Phonological Awareness Activities to Use with Mice Squeak We Speak.
11. Phonological Awareness Activities to Use with Miss Bindergarten Gets Ready for Kindergarten.
12. Phonological Awareness Activities to Use with The Garden.
13. Phonological Awareness Activities to Use with Tortillas and Lullabies.
14. Phonological Awareness Activities to Use with Home for Three Little Pigs.
- Appendix. Forms for Tracking Student Performance.
- References.
- Notes.

ASSESSING AND DIFFERENTIATING READING AND WRITING DISORDERS Multidimensional Model

Linda Lombardino

© 2012, 352pp, Paperback, 9781111539894

ebook



ASSESSING AND DIFFERENTIATING READING & WRITING DISORDERS: A MULTIDIMENSIONAL MODEL provides a framework for differentiating among various types of reading and writing disorders in order to assist

the practitioner in establishing a differential diagnosis. This text introduces a multidimensional model that can be used to create profiles of a learner's strengths and weaknesses using 10 skill domains associated with reading and writing. Sample profiles for preschool and school-age children include assessment protocols, diagnostic reports, and treatment plans. A synopsis of relevant literature related to the relationships between spoken and written language, and the best predictors of reading achievement, along with a chapter devoted to counseling and intervention round out the text to provide a complete roadmap for evaluating the weaknesses and strengths in children who have reading and writing difficulties. Professionals who test children for reading and writing disorders and advanced students will find this text an essential tool.

CONTENTS

1. FOUNDATIONS FOR A PRACTITIONERS' MODEL OF READING ASSESSMENT. Component Skills of Reading. Spoken Language and Written Language Connections. Relationships between Strengths and Weaknesses in Oral Language Skills and Reading Skills. A Perspective on Reading Difficulties. Learning Disabilities. Research on English Language Learners. Educational Initiatives. Research on Differentiating Types of Reading

Disabilities. Summary of the Foundations of Literacy. 2. A MULTIDIMENSIONAL MODEL FOR ASSESSING READING AND WRITING. Overview of the Multidimensional Model for Assessing Reading and Writing. ENVIRONMENTAL FACTORS MODULE. Definitions and Scientific Support. NEUROBIOLOGICAL AND NEUROCOGNITIVE FACTORS MODULE. Definitions and Scientific Support. Neurobiological Factors. Genetic Factors. Neurocognitive Factors. Reasoning Abilities. Language Processing. Working Memory Processes. Speed of Processing. The Interaction of Biology and Environment. LANGUAGE KNOWLEDGE MODULE. Definitions and Scientific Support. Vocabulary Knowledge. Morphological Knowledge. Syntactic Knowledge. Discourse Knowledge. Word retrieval. PHONOLOGICAL KNOWLEDGE MODULE. Definitions and Scientific Support. PRINT KNOWLEDGE MODULE. Definitions and Scientific Support. Print Awareness. Emergent Writing. Letter Knowledge. GRAPHOPHONEMIC INTEGRATION MODULE. Definition and Scientific Support. Mapping Sound and Letter Units. Invented Spelling. WORD-LEVEL READING MODULE. Definitions and Scientific Support. Definitions and Scientific Support. Stages of Word-level Reading. WORD-LEVEL SPELLING MODULE. Definitions and Scientific Support. Stages of Spelling Development. TEXT-LEVEL READING MODULE. Definitions and Scientific Support. Text-level Reading Fluency. Text-Level Reading Comprehension. TEXT-LEVEL WRITING MODULE. Definitions and Scientific Support. Linking Reading and Writing. READING ACHIEVEMENT. Definitions and Scientific Support. Components of Reading Achievement. SUMMARY OF CONSTRUCTS NEEDED FOR READING. 3. APPLICATION OF THE MULTIDIMENSIONAL ASSESSMENT OF READING AND WRITING DISORDERS TO THE DIAGNOSTIC PROCESS. General Principles for Assessing Reading and Related Processes. The Evaluation Process. Formal Assessment Procedures for Preschoolers through grade 1. Formal Assessment Procedures for Grade 1 and Beyond. Goals of Criterion Referenced Assessment and Diagnostic Procedures. Informal Assessment Measures for Spoken and Written Discourse. Spoken and Written Discourse Language

Samples from Learners with a Reading Disability. Evaluating Text Genres in Speaking. Evaluating Text Genres in Writing. Factor to Consider when Diagnosing Reading and Writing Disorders. Appendix 3-1: Caregiver/Teacher Questionnaire for Emergent Readers (4- 7 years). Appendix 3-2: Caregiver/Teacher Questionnaire for School Age Children (end of 1st grade and beyond). Appendix 3-3: MARWR Checklist 4. IDENTIFYING AND CLASSIFYING CHILDREN AT RISK FOR READING DEFICITS AND STRUGGLING READERS. Using the model to Evaluate and Diagnose Emergent Readers. Language and Emergent Literacy Deficit Profiles. Profile of Preschool and First grade Learners At Risk for Reading Deficit. Profile 1: Mixed Language and Emergent Literacy Deficit. Profile 2: Emergent Literacy Deficit. Profile 3: Environmental Disadvantage Literacy Deficit. Sample Diagnostic Report for Profile 1a: Mild to Moderate Mixed Spoken Language and Emergent Literacy Deficit. Sample Diagnostic Report for Profile 1b: Severe Mixed Spoken Language and Emergent Literacy Deficit. Sample Diagnostic Report for Profile 2: Emergent Literacy Deficit. Sample Diagnostic Report for Profile 3: Environmental Disadvantage Deficit. 5. SCHOOL AGE LEARNERS WITH READING DEFICITS PROFILES. Using the MARWR to Evaluate and Diagnosis School-Age Learners with Reading Disabilities. Reading Disabilities as Identified in MARWR. Dyslexia. Most Common Diagnostic Indicators of Dyslexia. Mixed Spoken language and Literacy Disorder. Comprehension Deficit. Summary of Implications for Identifying Profiles of Strengths and Weaknesses. Sample Diagnostic Report for Profile 4a: Dyslexia. Sample Diagnostic Report for Profile 4b: Dyslexia (follow-up evaluation). Sample Diagnostic Report for Profile 5: Mixed Spoken Language and Reading. Sample Diagnostic Report for Profile 6: Comprehension Deficit. 6. COUNSELING AND INTERVENTION. Rebecca Wiseheart, Ph.D., CCC-SLP The Emotional Rollercoaster of Diagnostic Counseling. Debunking the Myths of Dyslexia. Maintaining a Positive Relationship with Schools. Explaining the Diagnostic Results. Questions from Parents. Additional Parent Resources. Choosing an Intervention Setting. The General Education Setting. The Special Education

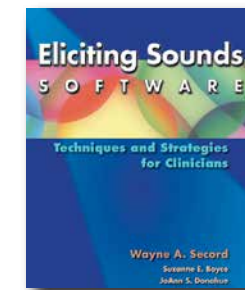
Setting. The Clinical Setting. Guiding Principles for Therapy Providers. Core Components of Instruction. Oral Language Instruction. Phonological Awareness Instruction. Print and Letter Knowledge Instruction. Phonics and Word Recognition Instruction. Vocabulary Instruction. Fluency Instruction. Text Comprehension Instruction. Sample Treatment Plans. Treatment Plan for Emergent Literacy Deficit Profile: "Brittany Brown". Treatment Plan for Dyslexic Profile: "Frank Fadino". Treatment Plan for Reading Comprehension Deficit Profile: "Harry Harper". Treatment Plan for Mixed Language and Reading Deficit Profile: "Ginny Gomez". Summary. Abridged version of the TOC 1. FOUNDATIONS FOR A PRACTITIONERS' MODEL OF READING ASSESSMENT. 2. A MULTIDIMENSIONAL MODEL FOR ASSESSING READING AND WRITING. 3. APPLICATION OF THE MULTIDIMENSIONAL ASSESSMENT OF READING AND WRITING DISORDERS TO THE DIAGNOSTIC PROCESS. 4. IDENTIFYING AND CLASSIFYING CHILDREN AT RISK FOR READING DEFICITS AND STRUGGLING READERS. 5. SCHOOL AGE LEARNERS WITH READING DEFICITS PROFILES. 6. COUNSELING AND INTERVENTION. Rebecca Wiseheart, Ph.D., CCC-SLP

ELICITING SOUNDS SOFTWARE

Techniques and Strategies for Clinicians

Wayne A. Secord, Ohio State University; Suzanne E. Boyce, University of Cincinnati; JoAnn S. Donohue, Ohio State University; Robert A. Fox, Ohio State University

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Eliciting Sounds Software elevates the best-selling book, ELICITING SOUNDS: TECHNIQUES AND STRATEGIES FOR CLINICIANS, 2nd ed., by Dr. Wayne A. Secord, to a new level by offering a technology-based treatment preparation and planning

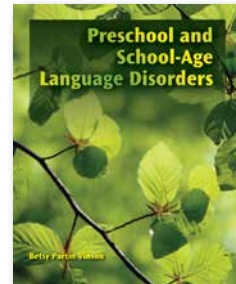
tool for speech-language pathologists. The software provides step-by-step instruction for eliciting consonant and vowel sounds, including challenging phonemes like /r/, /s/, and /z/. The menu organization allows you to quickly locate the target sound, production characteristics, and accompanying techniques. Detailed visuals present the proper mouth position for each sound, and audio examples of common contextual variants are provided. Printable handouts allow you to customize your treatment plans to identify techniques to use with particular clients and highlight favorite techniques for future reference.

PRESCHOOL AND SCHOOL-AGE LANGUAGE DISORDERS

Betsy P. Vinson, Clinical Associate Professor, Program Director and UG/G Coordinator for Speech-Language Pathology at the University of Florida.

© 2012, 384pp, Paperback, 9781435493124

ebook



PRESCHOOL AND SCHOOL-AGE LANGUAGE DISORDERS is designed for introductory coursework that explores language deficits associated with developmental delays and disorders as seen in children ages two to eighteen. Unique to this book is a

chapter related to the provision of speech-language services in public schools, including a discussion of federal legislation that impacts service delivery. Aspects of normal language development are woven into the discussion of language disorders to emphasize that knowledge of both is necessary to effectively assess and treat clients. Preschool and School-Age Language Disorders focuses on integration of evidence-based practice into assessment, diagnosis, and treatment practices, and includes information from classic research studies as well as current research. There is also a focus throughout the book on the impact of low-income environments on a child's language and literacy development and school success.

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1. Delays, Disorders, and Differences. 2. Syndromes, Developmental Disabilities, and Motor and Sensory Impairments that affect Language and Speech. 3. Pervasive Developmental Disorders. 4. Setting the Stage in the Preschool Years for Linguistic and Literacy Success. 5. General Considerations in Assessment of Language Deficits in Infants and Preschool Children. 6. Treatment of Language Delays and Disorders in Preschool Children. 7. Provision of Speech-Language Pathology Services in the Public Schools: An Historical Perspective on the Impact

of Federal Legislation on Present-Day Services. 8. Language Development and Impact of Language Deficits in the School Years. 9. Language-Based Learning Disabilities in the School-Age Population. 10. Spelling and Reading Disorders. 11. Attention Deficit Disorder with Hyperactivity. 12. Language and Communication Deficits Associated with Acquired Brain Injury in Children. 13. Assessment of Language Disorders in School-Age Children. 14. Treatment in the School-Age Population. References. APPENDIX A: Suggested reading list on language abnormalities in preschool children. APPENDIX B: Suggested reading list on language abnormalities in school-age children. APPENDIX C: Suggested reading list on multicultural aspects of language disorders. APPENDIX D: Memoirs, biographies, and autobiographies related to communication disabilities. APPENDIX E: Answers to review questions. GLOSSARY. INDEX.

DENTAL ASSISTING / DENTAL HYGIENE

DENTAL PROCEDURES & SKILLS

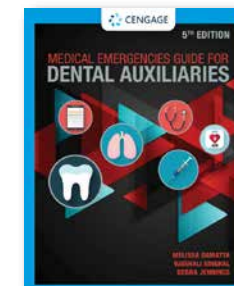
NEW EDITION

MEDICAL EMERGENCIES GUIDE FOR DENTAL AUXILIARIES, 5E

Melissa Damatta, Community College of Philadelphia; Vaishali Singhal, Rutgers University School of Health Professions and Rutgers University Rutgers School of Dental Medicine; Debra Jennings, DMD, Trident Technical College

© 2022, 256pp, Paperback, 9780357456927

ebook



An ideal resource for dental assistants and hygienists, Damatta/Singhal/Jennings' MEDICAL EMERGENCIES GUIDE FOR DENTAL AUXILIARIES, 5th Edition, delivers up-to-date information and instruction for effectively handling the most common medical emergencies that may occur in the dental office. It covers basic technical instruction, first-aid techniques, legal concerns, safety procedures, prescription management programs and more. Packed with full-color photos, the text's vibrant new design brings core concepts to life, boosts your comprehension and helps you think critically about key concepts. "Test Your Knowledge" boxes enable you to assess your progress, while case studies give you practice thinking through real-life scenarios you may encounter on the job. "Emergency Basics" boxes outline the sequence of steps for recognizing a medical emergency and provide action points to assist the patient.

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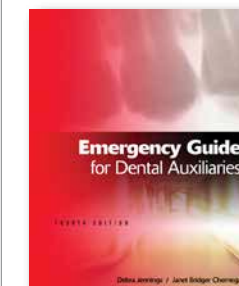
Section I: PREVENTION. 1. Office Preparation. 2. Medical History. 3. Vital Signs. Section II: ALTERED CONSCIOUSNESS EMERGENCIES. 4. Syncope. 5. Seizure Disorders. 6. Diabetes Mellitus. 7. Cerebrovascular Accident. Section III: RESPIRATORY DISTRESS EMERGENCIES. 8. Asthma. 9. Hyperventilation. 10. Airway Obstruction. Section IV: CARDIOVASCULAR EMERGENCIES. 11. Angina Pectoris and Myocardial Infarction. Section V: IMMUNE SYSTEM EMERGENCIES. 12. Allergic Reactions. Section VI: LEGAL ISSUES IN EMERGENCY CARE. 13. Occupational Hazards. 14. Legal Problems of Emergency Care.

EMERGENCY GUIDE FOR DENTAL AUXILIARIES, 4E

Debra Jennings, DMD, Trident Technical College; Janet Chernega, CDA, BS, Central Piedmont Community College, Charlotte, NC

© 2013, 256pp, Paperback, 9781111138608

ebook



EMERGENCY GUIDE FOR DENTAL AUXILIARIES, 4E contains the information and instruction needed in order to effectively handle a medical emergency in the dental office. In addition to basic technical instruction, this new edition provides up-to-date information on First Aid techniques, legal concerns, and safety procedures. A new design helps to better illustrate core concepts and increase comprehension. "Emergency Basics" boxes outline the sequence of steps for recognizing a medical emergency as well as action points to assist the patient.

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Section I: Prevention 1. Office Preparation 2. Medical History 3. Vital Signs Section II: Altered Consciousness Emergencies 4. Syncope 5. Seizure Disorders 6. Diabetes Mellitus 7. Cerebrovascular Accident Section III: Respiratory Distress Emergencies 8. Asthma 9. Hyperventilation 10. Airway Obstruction Section IV: Cardiovascular Emergencies 11. Angina Pectoris and Myocardial Infarction 12. Cardiopulmonary Respiration Section V: Immune System Emergencies 13. Allergic Reactions Section VI: Legal Issues in Emergency Care 14. Occupational Hazards and Emergencies 15. Legal Problems of Emergency Care Glossary. Index.

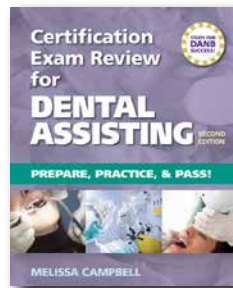
EXAM REVIEW

CERTIFICATION EXAM REVIEW FOR DENTAL ASSISTING: PREPARE, PRACTICE AND PASS!

Melissa D. Campbell, San Joaquin Community College, Bakersfield, CA

© 2017, 320pp, Paperback, 9781133282860

ebook



Designed around the Dental Assisting National Board (DANB) Examination blueprint, CERTIFICATION EXAM REVIEW FOR DENTAL ASSISTING, is the only review manual dental assistants need to pass their certification exams.

CONTENTS

Introduction. Preface. Acknowledgments. Contributors. Preparing for the CDA, RHS, and ICE Exams. 1. GENERAL CHAIRSIDE. 120-Question Multiple-Choice Pre-Test. Collection and Recording of Clinical Data. Chairside Dental Procedures. Chairside Dental Materials. Lab Materials and Procedures. Selection of Materials. Laboratory

Procedures. Patient Education and Oral Health Management. Prevention and Management of Emergencies. Office Operations. Comprehensive Practice Exam for Chairside Assisting. Answer Rationales. 2. RADIATION HEALTH AND SAFETY. 100-Question Multiple-Choice Pre-Test. Exposing and Evaluating. Processing Radiographs. Mount and Label Radiographs. Patient Safety. Operator Safety. Infection Control During Radiography. Comprehensive Practice Exam for Radiation Health and Safety (RHS). Answer Rationales. 3. INFECTION CONTROL IN DENTISTRY. 100-Question Multiple-Choice Pre-Test. Patient and Dental Healthcare Worker Education. Preventing Cross-Contamination and Disease Transmission. Maintain Aseptic Conditions. Perform Sterilization Procedures. Environmental Asepsis. Occupational Safety. Standards and Guidelines of Occupational Safety for the Dental Office. Incorporating Safety Measure when Using Chemical and Physical Hazards. Maintaining Document Quality Assurance. National and State References. Final Practice Exams for GC, RHS, and ICE. Expanded Functions for the Dental Assistant State.

REFERENCE

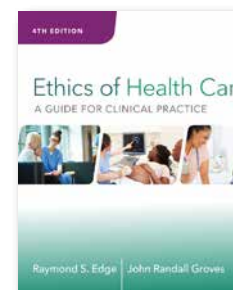
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University - Saint Louis; John Randall Groves, Ferris State University

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CENGAGE | MINDTAP ebook



Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text teaches you the language of the legal

system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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1. Introduction: Obligations of a Professional. 2. Human Value Development and the System of Public Law. 3. Decision Making in Value Issues and Private Law. 4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse. 5. Confidentiality and the Management of Health Care Information. 6. Justice and the Allocation of Scarce Resources. 7. Role Fidelity. 8. Reproductive Issues. 9. Decisions at the End of Life. 10. Health Care Ethics and the Near Future.

SAFETY / COMPLIANCE / INFECTION CONTROL

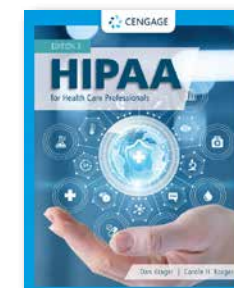
NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed

examples, real-life scenarios, and thought-provoking questions and discussions, the text walks readers through key areas of Titles I and II, including fundamentals, privacy, and security. Updates also show readers where and how HIPAA impacts health care through other laws, and dispels common HIPAA myths that can wreak havoc in the workplace. Designed for the modern student, HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, now offers a digital MindTap course to help busy students interact with material and as they read and learn in the classroom, at home, or on the go.

CONTENTS

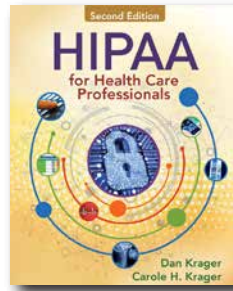
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, clearly explains the Health Insurance Portability and Accountability Act, including fundamentals, privacy, security, and common myths. This updated edition also shows you where and

how HIPAA affects health care and insurance through modifications to other related laws. Offered in an easy-to-follow format, the text includes examples, real-life scenarios, and optional interactive features to help you better understand important concepts, test that understanding, and prepare you for a rewarding career in health care.

CONTENTS

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HEALTH CARE

ANATOMY & PHYSIOLOGY

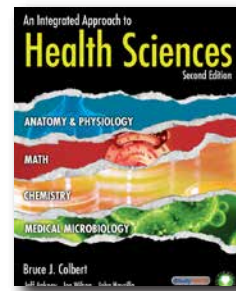
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankeny; Joe Wilson; John Havrilla

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ATHLETIC TRAINING/SPORTS MEDICINE

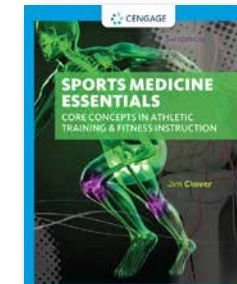
SPORTS MEDICINE ESSENTIALS, 3E

Core Concepts in Athletic Training & Fitness Instruction (with Premium Web Site Printed Access Card 2 terms (12 months))

Jim Clover, California State University

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CENGAGE | MINDTAP **ebook**



Plan a future in Sports Medicine with SPORTS MEDICINE ESSENTIALS: CORE CONCEPTS IN ATHLETIC TRAINING & FITNESS INSTRUCTION, 3rd Edition! Designed to introduce you to the field and the growing number of career choices it offers, the

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1. Carriers in Sports Medicine. 2. Athletic Training. 3. Ethical and Legal Considerations. 4. Medical

Conditions. 5. Emergency Preparedness and Assessment. 6. Infection Control. 7. Vital Signs Assessment. 8. Basic Life Support. 9. Environmental Considerations and Preparation. 10. Injuries to the Tissue. 11. Assembling the First Aid Kits and Equipment Bags. 12. Introduction to Taping, Wrapping, and Bracing. 13. Introduction to Therapeutic Modalities. 14. Introduction to Rehabilitation. 15. Recognition, Treatment, and Rehabilitation Injuries to the Head and Spine. 16. Recognition, Treatment, and Rehabilitation Injuries to the Upper Extremities. 17. Recognition, Treatment, and Rehabilitation Injuries to the Chest and Abdomen. 18. Recognition, Treatment, and Rehabilitation Injuries to the Pelvis and Lower Extremities. 19. Return to Play. 20. Strength and Conditioning Specialist. 21. Physical Fitness Assessment. 22. Nutrition and Weight Management. 23. Physical Conditioning. 24. Designing a Conditioning Program. 25. Strategies for Sales, Marketing, and Fundraising.

UPPER EXTREMITY INJURY EVALUATION CDROM AND LAB MANUAL

Dr. Douglas Mann, Rowan University; Colleen A. Grugan, Rowan University

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ebook



The UPPER EXTREMITY INJURY EVALUATION CD-ROM and Lab Manual package is designed to reinforce your clinical injury evaluation skills beyond the classroom. Proper injury evaluation requires extensive knowledge and hands-on experience; this

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BASIC HEALTH SCIENCES

NEW

ANATOMY & PHYSIOLOGY FOR HEALTH PROFESSIONS

Jonathan Bubb, Jr., Mildred Elley College

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Module 1: Tissues of the Human Body. Module 2: The Integumentary System. Module 3: The Skeletal System. Module 4: Joints of the Human Body. Module 5: The Muscular System. Module 6: The Nervous System. Module 7: The Endocrine System. Module 8: The Blood. Module 9: The Cardiovascular System. Module 10: The Respiratory System. Module 11: The Lymphatic System. Module 12: The Immune System. Module 13: The Gastrointestinal System. Module 14: Human Nutrition. Module 15: The Renal System. Module 16: Water, Electrolyte, and pH Homeostasis. Module 17: The Reproductive System. Module 18: Pregnancy and Childbirth.

PRACTICAL PROBLEMS IN MATH FOR HEALTH SCIENCE CAREERS, 3E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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ebook



PRACTICAL PROBLEMS IN MATHEMATICS FOR HEALTH SCIENCE CAREERS, 3RD EDITION familiarizes you with essential math processes using real-life examples and straightforward instruction. Using a word problem

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1. Whole Numbers. 2. Common Fractions. 3. Decimal Fractions. 4. Percent, Interest, and Averages. 5. Ratio and Proportion. 6. Metric and Other Measurements. 7. Measurement Instruments. 8. Graphs and Charts. 9. Accounting and Business. 10. Math for Medications. 11. Introduction to Health Occupations.

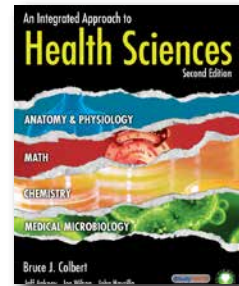
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

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CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University; Deborah J. McCormick, Ph.D., Northern Arizona University

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CONCEPTS IN HEALTH AND WELLNESS is an inviting and straightforward book that will provide you with essential personal health information you can use to develop a lifetime of wellness skills. It will help you develop the knowledge and motivation you need to

maintain wellness throughout adulthood and will provide you with meaningful literary support for class instruction. More importantly, this book will empower you with the skills to access credible health and wellness information now and in the years to come. Each chapter contains special features that enhance the textual material and engage the reader through application exercises.

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Preface. About the Authors. Acknowledgements. List of Reviewers. 1. Current Health Issues. 2. Building Wellness Skills. 3. Managing Stress. 4. Mental and Emotional Health. 5. Resolving Conflict. 6. Developing Healthy Relationships. 7. Sexual Wellness and Reproduction. 8. The Physically Active Lifestyle. 9. Nutritional Wellness. 10. Weight Management. 11. Tobacco. 12. Alcohol and Other Drugs. 13. Infectious Diseases. 14. Chronic Diseases. 15. Safety and Emergency Preparedness. 16. Environmental Wellness. 17. Health and Wellness through the Lifespan. Glossary. Personal Wellness Plans.

DENTAL ASSISTING

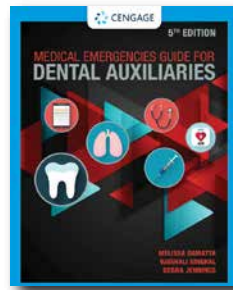
NEW EDITION

MEDICAL EMERGENCIES GUIDE FOR DENTAL AUXILIARIES, 5E

Melissa Damatta, Community College of Philadelphia; Vaishali Singhal, Rutgers University School of Health Professions and Rutgers University Rutgers School of Dental Medicine; Debra Jennings, DMD, Trident Technical College

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An ideal resource for dental assistants and hygienists, Damatta/Singhal/Jennings' MEDICAL EMERGENCIES GUIDE FOR DENTAL AUXILIARIES, 5th Edition, delivers up-to-date information and instruction for effectively handling the most common medical emergencies that may

occur in the dental office. It covers basic technical instruction, first-aid techniques, legal concerns, safety procedures, prescription management programs and more. Packed with full-color photos, the text's vibrant new design brings core concepts to life, boosts your comprehension and helps you think critically about key concepts. "Test Your Knowledge" boxes enable you to assess your progress, while case studies give you practice thinking through real-life scenarios you may encounter on the job. "Emergency Basics" boxes outline the sequence of steps for recognizing a medical emergency and provide action points to assist the patient.

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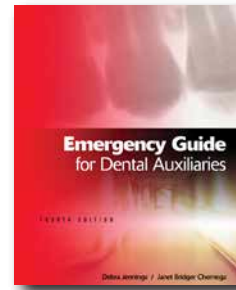
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Debra Jennings, DMD, Trident Technical College; Janet Chernega, CDA, BS, Central Piedmont Community College, Charlotte, NC

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EMERGENCY GUIDE FOR DENTAL AUXILIARIES, 4E contains the information and instruction needed in order to effectively handle a medical emergency in the dental office. In addition to basic technical instruction, this new edition provides up-to-date information on

First Aid techniques, legal concerns, and safety procedures. A new design helps to better illustrate core concepts and increase comprehension. "Emergency Basics" boxes outline the sequence of steps for recognizing a medical emergency as well as action points to assist the patient.

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HEALTH EDUCATION

END OF LIFE CARE: A CARE WORKER HANDBOOK

MORRIS/COLLIER

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Working with people toward the end of their lives? Training in End of Life Care? You don't have to go it alone! Caring for people at the end of life is one of the most challenging and rewarding roles in Health and Social Care. But with a range of awards, certificates and units available to work-based learners it can be a confusing

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CONTENTS

1. Principles of working in end of life care 2. Managing symptoms in end of life care 3. Understand Advance Care Planning 4. Support the spiritual well being of individuals 5. Support individuals with loss and grief before death 6. Support individuals during the last days of life 7. Support individuals with specific communication needs 8. Care of a deceased person

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HEALTH OCCUPATIONS

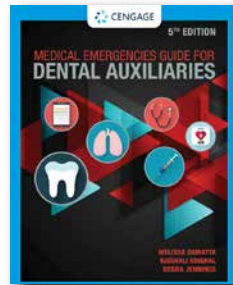
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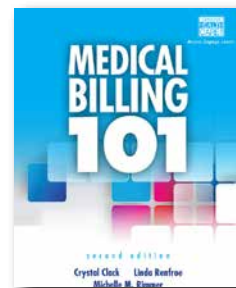
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MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

SimClaim™ CMS-1500 software offer you practice on actual forms to build confidence and understanding of the reimbursement process. This easy-to-use guide starts you off on the right path as you begin your journey to becoming a medical billing professional.

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1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The 'Heart' of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State

Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

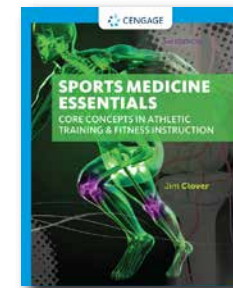
SPORTS MEDICINE ESSENTIALS, 3E

Core Concepts in Athletic Training & Fitness Instruction (with Premium Web Site Printed Access Card 2 terms (12 months))

Jim Clover, California State University

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Plan a future in Sports Medicine with SPORTS MEDICINE ESSENTIALS: CORE CONCEPTS IN ATHLETIC TRAINING & FITNESS INSTRUCTION, 3rd Edition! Designed to introduce you to the field and the growing number of career choices it offers, the

book covers fitness instruction, athletic training, exercise physiology, sports management, and even physical therapy. The full-color text walks you through all the essentials, such as fitness assessment, conditioning, emergency preparedness, injury management, therapeutic modalities, nutrition, ethical and legal considerations, and more. This unique hands-on book also asks you to perform realistic and essential job skills, such as taping injuries, researching sports medicine supplies and their costs, and even forming a mock safety committee to mitigate injury risks to athletes. SPORTS MEDICINE ESSENTIALS: CORE CONCEPTS IN ATHLETIC TRAINING & FITNESS INSTRUCTION, 3rd Edition gives you VIP access to the fast-paced world of Sports Medicine in both print and interactive eBook formats, and correlates all materials with the latest National Athletic Trainer's Association (NATA) standards.

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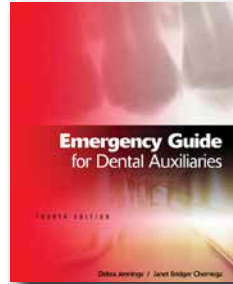
1. Carriers in Sports Medicine. 2. Athletic Training. 3. Ethical and Legal Considerations. 4. Medical Conditions. 5. Emergency Preparedness and Assessment. 6. Infection Control. 7. Vital Signs Assessment. 8. Basic Life Support. 9. Environmental Considerations and Preparation. 10. Injuries to the Tissue. 11. Assembling the First Aid Kits and Equipment Bags. 12. Introduction to Taping, Wrapping, and Bracing. 13. Introduction to Therapeutic Modalities. 14. Introduction to Rehabilitation. 15. Recognition, Treatment, and Rehabilitation Injuries to the Head and Spine. 16. Recognition, Treatment, and Rehabilitation Injuries to the Upper Extremities. 17. Recognition, Treatment, and Rehabilitation Injuries to the Chest and Abdomen. 18. Recognition, Treatment, and Rehabilitation Injuries to the Pelvis and Lower Extremities. 19. Return to Play. 20. Strength and Conditioning Specialist. 21. Physical Fitness Assessment. 22. Nutrition and Weight Management. 23. Physical Conditioning. 24. Designing a Conditioning Program. 25. Strategies for Sales, Marketing, and Fundraising.

EMERGENCY GUIDE FOR DENTAL AUXILIARIES, 4E

Debra Jennings, DMD, Trident Technical College; Janet Chernega, CDA, BS, Central Piedmont Community College, Charlotte, NC

© 2013, 256pp, Paperback, 9781111138608

ebook



EMERGENCY GUIDE FOR DENTAL AUXILIARIES, 4E contains the information and instruction needed in order to effectively handle a medical emergency in the dental office. In addition to basic technical instruction, this new edition provides up-to-date information on

First Aid techniques, legal concerns, and safety procedures. A new design helps to better illustrate core concepts and increase comprehension. "Emergency Basics" boxes outline the sequence of steps for recognizing a medical emergency as well as action points to assist the patient.

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Section I: Prevention 1. Office Preparation 2. Medical History 3. Vital Signs Section II: Altered Consciousness Emergencies 4. Syncope 5. Seizure Disorders 6. Diabetes Mellitus 7. Cerebrovascular Accident Section III: Respiratory Distress Emergencies 8. Asthma 9. Hyperventilation 10. Airway Obstruction Section IV: Cardiovascular Emergencies 11. Angina Pectoris and Myocardial Infarction 12. Cardiopulmonary Respiration Section V: Immune System Emergencies 13. Allergic Reactions Section VI: Legal Issues in Emergency Care 14. Occupational Hazards and Emergencies 15. Legal Problems of Emergency Care Glossary. Index.

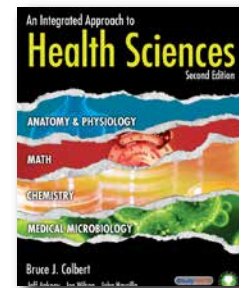
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

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Unlike any other resource on the market, AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E takes an all-in-one approach to preparing learners for careers in the health care industry. The book identifies the four basic building blocks of

Health Sciences: anatomy and physiology, math, chemistry, and medical microbiology, and then presents them in the context of health professions. Medical terminology and physics concepts are also covered. Rich illustrations, theory, practical applications, and humorous anecdotes all join together to help learners connect with the material as they learn it, fostering increased retention and comprehension. As a result, learners will gain valuable knowledge while also getting access to an insider look at health careers through the book's professional profiles. Exercises and case studies complement the comprehensive coverage and sharpen critical thinking skills, making this a complete package for anyone aiming to develop a solid foundational knowledge in the health sciences. And although the textbook can stand alone, it has capabilities for enhancements with a rich array of extra resources that include videos, animations, interactive games, study questions and a workbook with activities.

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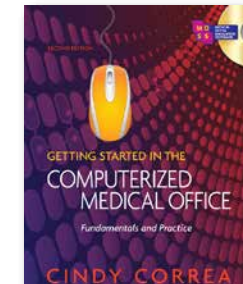
GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE, 2E

Fundamentals and Practice, Spiral bound Version

Cindy Correa

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ebook



GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE: FUNDAMENTALS AND PRACTICE and the accompanying Medical Office Simulation Software 2.0 (MOSS 2.0) will help prepare you to work with any practice management

software used in medical offices today. The book follows the flow of information as patients are scheduled and seen in a medical office, through procedure posting, billing and collections. Content within the book is grouped by subject for easy reading, followed by immediate application of the concepts to the software.

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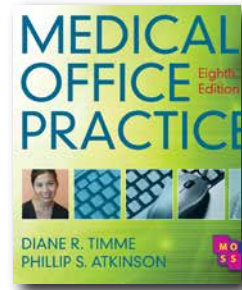
Preface. 1. Introduction to Computers. 2. Medical Practice-Management Software. 3. Basic Management Concepts for Medical Administrative Staff. 4. Fundamentals of Medical Insurance. 5. Patient Registration and Data Entry. 6. Procedure Posting Routines. 7. Insurance Billing Routines. 8. Posting Payments and Secondary Insurance Billing. 9. Patient Billing and Collections. 10. Posting Secondary Insurance Payment and Electronic Remittance Advice Payments. 11. Insurance Claim Follow-Up and Dispute Resolution. Source Document Appendix. Glossary. Index.

MEDICAL OFFICE PRACTICE, 8E

Phillip S. Atkinson; Diane R. Timme

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ebook



Prepare for a career or hone your skills as a Medical Assistant with the newly updated MEDICAL OFFICE PRACTICE, 8th Edition. This simulation includes 35 realistic jobs which highlight the latest information on HIPAA, confidentiality, and ethics to help you prepare to work in a medical office. The natural progression of tasks faced in an office setting and user-friendly software will help make your transition to an on-the-job environment seamless.

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Welcome to Medical Office Practice! Getting Started: Administrative Functions Job 1: Introduction to HIPAA and Signing a Confidentiality Statement. Job 2: Written Communication—Revising Patient Information Brochure. Job 3: Blocking the Schedule Using MOSS. Job 4: Administrative Functions—Filing Procedures. Job 5: Administrative Functions and Managed Care/Insurance—Preparing Patient Files. Job 6: Administrative Functions—Scheduling Patient Appointments. Job 7: Administrative Functions—Patient Registration. Job 8: Legal Implications—Request for Release of Medical Information. Job 9: Concepts of Effective Communication—Transcription: SOAP Notes. Job 10: Concepts of Effective Communication—Telephone Messages. Job 11: Looking Up a Patient Appointment, Creating Daily Appointment Patient List; Making New Patient Reminder Calls. Job 12: Concepts of Effective Communication and Ethical Considerations—Patient Scenarios. Job 13: Administrative Functions—Scheduling Special Procedures (Mammogram). Job 14: Concepts of Effective Communication—Oncology Consult. Job 15: Concepts of Effective Communication—Making a Referral to a Specialist. Job 16: Administrative

Functions—Researching Drug Information. Job 17: Creating a Travel Itinerary. Job 18: Administrative Functions—Blocking the Physician's Schedule. Job 19: Concepts of Effective Communication—Oncology Consult. Job 20: Concepts of Effective Communication—Completing Finished Copy from Rough Draft. Job 21: Legal Implications—Preparing Occupational Exposure Incident Report. Job 22: Office Administration—Ordering Office Supplies and Preparing a Purchase Order. Job 23: Administrative Functions—Manual Appointment Scheduling. Job 24: Basic Practice Finances—Posting Entries on a Day Sheet. Job 25: Basic Practice Finances—Computerized Procedure Posting. Job 26: Basic Practice Finances—Computerized Payment Posting. Job 27: Employee Payroll—Completing Work Record, Preparing and Proving Totals on Payroll Register. Job 28: Protective Practices—Material Safety Data Sheets (MSDS). Job 29: Basic Practice Finances—Posting Adjustments, Collection Agency Payments, and Processing Refunds. Job 30: Managed Care/Insurance—Processing Insurance Claims. Job 31: Procedural and Diagnostic Coding. Job 32: Protective Practices—Identifying Community Resources. Job 33: Concepts of Effective Communication—Scheduling Admission to a Hospital; Preparing Patient for Procedure. Job 34: Administrative Functions—Proofreading and Preparing Final Copies from Draft Copies. Job 35: Legal Implications—Creating or Updating Resume and Preparing for Job Interview. Appendix A: Reference Materials. Appendix B: Job Reference Table. Appendix C: Using Medical Office Simulation Software (MOSS). Appendix D: Forms. Glossary of Medical Terms.

UPPER EXTREMITY INJURY EVALUATION CDROM AND LAB MANUAL

Dr. Douglas Mann, Rowan University; Colleen A. Grugan, Rowan University

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The UPPER EXTREMITY INJURY EVALUATION CD-ROM and Lab Manual package is designed to reinforce your clinical injury evaluation skills beyond the classroom. Proper injury evaluation requires extensive knowledge and hands-on experience; this

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HEALTH SERVICE ADMINISTRATION

HEALTH SERVICES RESEARCH METHODS, 3E

Leiyu Shi, PH, MBA, Johns Hopkins University

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Solve the big problems in health services delivery with Health Services Research Methods, 3rd Edition! This easy-to-follow text balances classic research methods with the newest approaches to improve service delivery and management in health care settings. To support you every

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SHORTELL & KALUZNY'S HEALTH CARE MANAGEMENT, 7E

Organization Design and Behavior

Lawton Burns, Wharton School, University of Pennsylvania;
Elizabeth Bradley, Vassar College; Bryan Weiner, Yale School
of Public Health

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Confidence. Leadership skills. Insights from health care pros. To manage health care organizations, you need it all. SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR was written by a "who's who" of experts to

prepare you to lead in the modern age. Exposing the issues health care organizations face every day, the authors challenge you to step up, take a position, and act using the skills you're building in your course. This book also packs the newest research, public policies, government regulations, payment models, key procedures and more into every page – so you're ready to take charge of the situation no matter what comes your way.

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Part I: INTRODUCTION. 1. The Management Challenge of Delivering Value in Health Care: Global and U.S. Perspectives. 2. Leadership and Management: A Framework for Action. Part II: MICRO PERSPECTIVES. 3. Organization Design and Coordination. 4. Motivating People. 5. Teams and Team Effectiveness in Health Services Organizations. 6. Communication. 7. Power, Politics and Conflict Management. 8. Complexity, Learning and Innovation. 9. Improving Quality in Health Care Organizations. Part III: MACRO PERSPECTIVES. 10. Strategic Thinking and Achieving Competitive Advantage. 11. Managing Strategic Alliances. 12. Health Policy and Regulation. 13. Health Information Systems and Strategy. 14. Consumerism and Ethics. 15. Globalization and Health: The World is Flattening.

HEALTH POLITICS AND POLICY, 5E

James A. Morone, Brown University; Dan Ehlke, State
University of New York Downstate Medical Center

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HEALTH POLITICS AND POLICY, 5th Edition walks you through the inner workings of health care policymaking, from the legislative process to socioeconomic impacts, and reveals both modern and historical perspectives in exciting detail. A collection

of writings by some of today's sharpest political minds and policy-makers, the book explores factors that shape the U.S. health care system and policy, such as values, government, and private players, and compares them to other countries for international context. Helpful learning features throughout include review questions and problems, supporting tables and graphs, and special "Consider This" essays that bolster chapter concepts. In an environment of ever-changing policies and politics, the new edition seamlessly integrates themes of the past and present-day dilemmas with a look to the future of health care politics in America.

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11. Massachusetts (Michael Doonan). 12. Texas (David Warner). 13. Oregon (Howard Leichter). PART THREE: THE HEALTH POLICY PROCESS, INTEREST GROUPS, STAKEHOLDERS, AND PUBLIC OPINION. 14. Public Opinion (Mark Schlesinger). 15. Lobbyists: Ten Myths about Power and Influence (Rogan Kersh). 16. The Business of Health Care: Employers, Health Policy, and Political Influence (Nicole Kayzee). 17. The Delegated Welfare State (Kimberly Morgan and Andrea Campbell). Consider This... Adventures in Informed Consent (Deborah Stone). PART FOUR: PROGRAMS, POLICIES, AND PROBLEMS. 18. Medicare: The Great Transformation (John Oberlander). 19. Medicaid: Health Care for You and Me? (Colleen Grogan). 20. Children's Health Policy: Promising Starts, Disappointing Outcomes (Beth Kilbreth). 21. Environmental Policy: A New Focus on Health (Kelley Tzoumas). 22. Reproductive Health Politics and Policies (Deborah McFarland). 23. Aging and Health Policy in the 21st Century (William Brandon and Patricia Alt). 24. Prescription Drugs (Toney Delle Aera). Consider This... Seven Laws of Doing Policy Analysis (James Morone). PART FIVE: THE U.S. IN INTERNATIONAL PERSPECTIVE. 25. American Health Care in International Perspective (Joe White). 26. Taking Medicine to Market: Competition between Britain and the U.S. (Daniel Ehlke). 27. Health Care in Canada (Antonia Maioni). Consider This... Learning Lessons from Abroad (Marmor, et al). Epilogue (James Morone and Daniel Ehlke).

SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT, 6E

Organization Design and Behavior, International Edition

Lawton Burns, Wharton School, University of Pennsylvania;
Elizabeth Bradley, Vassar College; Bryan Weiner, Yale School
of Public Health

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Completely updated to address the challenges faced by modern health care organizations, the sixth edition of SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR, International Edition offers

a more global perspective on how the United States and other countries address issues of health and health care. Written by internationally recognized and respected experts in the field, the new edition continues to bring a systemic understanding of organizational principles, practices, and insight to the management of health services organizations. Based on state-of-the-art organizational theory and research, the text emphasizes application and challenges you to provide a solution or a philosophical position. Coverage includes topics ranging from pay for performance and information technology to ethics and medical tourism and expands upon a major theme of the fifth edition: health care leaders must effectively design and manage health care organizations while simultaneously influencing and adapting to changes in environmental context.

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Communication. 7. Power, Politics, and Conflict Management in Health Care Settings. 8. Managing Complexity, Learning, and Innovation. 9. Improving Quality in Health Care Settings. PART III: MACRO PERSPECTIVES. 10. Strategic Thinking and Competitive Advantage. 11. Managing Strategic Alliances in Health Care. 12. Health Policy and Regulation in the United States. 13. Health Information Systems and Organizational Strategy. 14. Consumerism and Ethics: Emerging Issues in Health Care. 15. Globalization and Health.

SHORTELL AND KALUZNY'S HEALTHCARE MANAGEMENT, 6E

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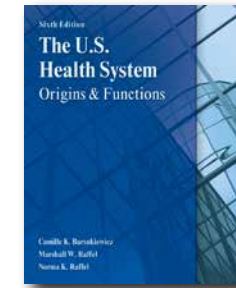
THE U.S. HEALTH SYSTEM, 6E

Origins and Functions

Camille K. Barsukiewicz, Ph.D., University of Memphis, Memphis, Tennessee; Marshall W. Raffel, Ph.D., Pennsylvania State University, University Park, Pennsylvania; Norma K. Raffel

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THE U.S. HEALTH SYSTEM offers not only an historical perspective detailing the origins of our health care system, but also discusses the forces that changed and shaped our system into what it is today. Underlying the comprehensive information

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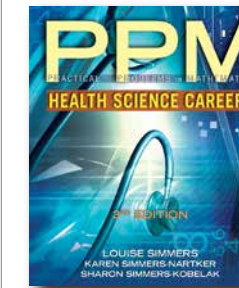
MATH

PRACTICAL PROBLEMS IN MATH FOR HEALTH SCIENCE CAREERS, 3E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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PRACTICAL PROBLEMS IN MATHEMATICS FOR HEALTH SCIENCE CAREERS, 3RD EDITION familiarizes you with essential math processes using real-life examples and straightforward instruction. Using a word problem format, this text starts you

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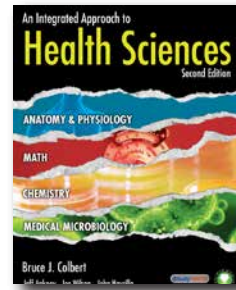
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

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MEDICAL ASSISTING

MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfro, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfro, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

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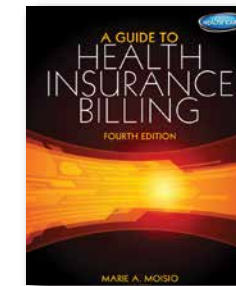
1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The `Heart? of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

Marie A. Moiso, MA, RHIA, Northern Michigan University (Emerita)

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Prepare for career success with this trusted introduction to the world of health insurance billing and the dynamic, growing field of health information management. A GUIDE TO HEALTH INSURANCE BILLING, Fourth Edition, provides a thorough,

practical overview of key principles and current practices, from patient registration to claims submission. Now updated to reflect the latest trends, technology, terminology, legal and regulatory guidelines, and coding systems—including ICD-10—the new edition also features a dynamic full-color layout. The text also includes abundant exercises, examples, case studies, and activities focused on real-world applications, including step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and government insurance programs. An access code for SimClaim interactive online billing software is also provided; this program puts your skills to the test with case studies that require form completion.

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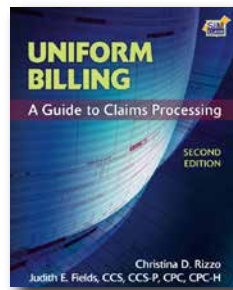
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Christina D. Rizzo; Judith Fields, Southeast Kentucky Community & Technical College

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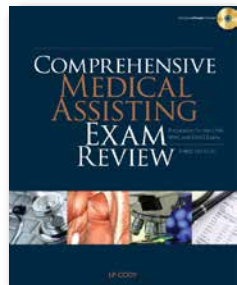
COMPREHENSIVE MEDICAL ASSISTING EXAM REVIEW, 3E

Preparation for the CMA, RMA and CMAS Exams

J. P. Cody, College of Southern Maryland

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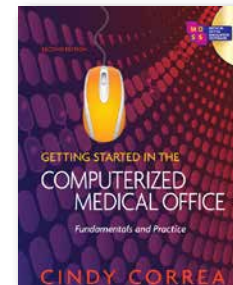
GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE, 2E

Fundamentals and Practice, Spiral bound Version

Cindy Correa

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GETTING STARTED IN THE COMPUTERIZED MEDICAL OFFICE: FUNDAMENTALS AND PRACTICE and the accompanying Medical Office Simulation Software 2.0 (MOSS 2.0) will help prepare you to work with

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Preface. 1. Introduction to Computers. 2. Medical Practice-Management Software. 3. Basic Management Concepts for Medical Administrative Staff. 4. Fundamentals of Medical Insurance. 5. Patient Registration and Data Entry. 6. Procedure Posting Routines. 7. Insurance Billing Routines. 8. Posting Payments and Secondary Insurance Billing. 9. Patient Billing and Collections. 10. Posting Secondary Insurance Payment and Electronic Remittance Advice Payments. 11. Insurance Claim Follow-Up and Dispute Resolution. Source Document Appendix. Glossary. Index.

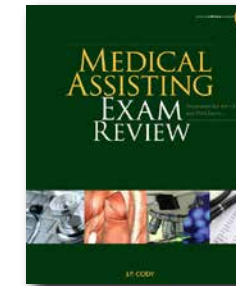
MEDICAL ASSISTING EXAM REVIEW

Preparation for the CMA and RMA Exams

J. P. Cody, College of Southern Maryland

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Prepare for the CMA or RMA certification examination with MEDICAL ASSISTING EXAM REVIEW. The book includes test information and preparation sections, review content on general,

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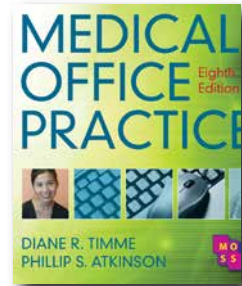
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MEDICAL OFFICE PRACTICE, 8E

Phillip S. Atkinson; Diane R. Timme

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Welcome to Medical Office Practice! Getting Started: Administrative Functions Job 1: Introduction to HIPAA and Signing a Confidentiality Statement. Job 2: Written Communication—Revising Patient Information Brochure. Job 3: Blocking the Schedule Using MOSS. Job 4: Administrative Functions—Filing Procedures. Job 5: Administrative Functions and Managed Care/Insurance—Preparing Patient Files. Job 6: Administrative Functions—Scheduling Patient Appointments. Job 7: Administrative Functions—Patient Registration. Job 8: Legal Implications—Request for Release of Medical Information. Job 9: Concepts of Effective Communication—Transcription: SOAP Notes. Job 10: Concepts of Effective Communication—Telephone Messages. Job 11: Looking Up a Patient Appointment, Creating Daily Appointment Patient List; Making New Patient Reminder Calls. Job 12: Concepts of Effective Communication and Ethical Considerations—Patient Scenarios. Job 13: Administrative Functions—Scheduling Special Procedures (Mammogram). Job 14: Concepts of Effective Communication—Oncology Consult. Job 15: Concepts of Effective Communication—Making a Referral to a Specialist. Job 16: Administrative

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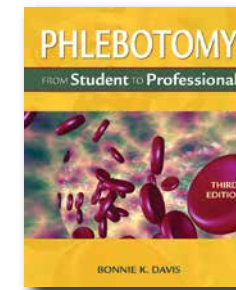
PHLEBOTOMY, 3E

From Student to Professional

Bonnie Karen Davis, MA, CLP, RPT, Pikes Peak Community College; Colorado Springs; Colorado

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ebook



Completely revised; Phlebotomy: From Student to Professional; 3rd Edition is a comprehensive resource that prepares you to enter the profession as a certified phlebotomist. Soft skills are emphasized with special attention focused on

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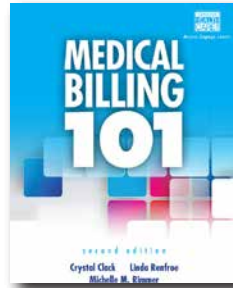
MEDICAL INSURANCE & CODING

MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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CENGAGE | MINDTAP **ebook**



Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

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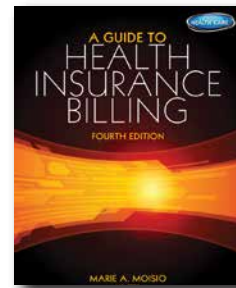
1. Your Job as a Physician-Based Medical Biller.
 2. Health Insurance and the Identification Card.
 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers).
 4. The Forms (Patient Registration, Superbill, Hospital Sheet).
 5. The 'Heart' of Medical Billing: the CMS-1500 Form.
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 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling.
 12. Collections and the State Insurance Commissioner.
- Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

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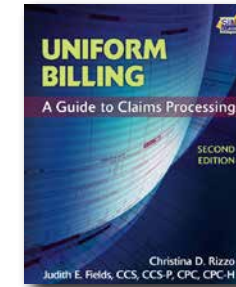
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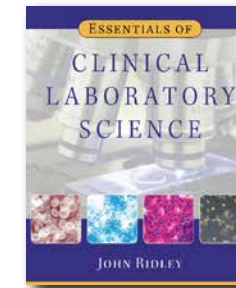
MEDICAL LAB TECHNICIAN

ESSENTIALS OF CLINICAL LABORATORY SCIENCE

John Ridley

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Guide and organize the evolution of your clinical laboratory students from beginners into effective professionals by giving them this invaluable resource, Essentials of Clinical Laboratory Science. This text fosters critical thinking beyond just the

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- Preface. For Whom is This Book Written?. Why This Book Was Written. About the Author. Organization of the Textbook. History of the Laboratory. Laboratory Duties and Professionalism. Organization of the Health Care Facility and the Laboratory. Accreditation of Facilities and Personnel Certification. Laboratory Economics Laboratory Mathematics. Quality Assurance. Safety in the Laboratory and Patient Areas. Infection Control. Clinical Laboratory Procedures 1. History and Development of Medical

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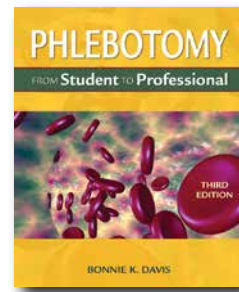
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MEDICAL REFERENCE

INTRODUCTION TO SOCIOLOGY FOR HEALTH CARERS, 2E

Mark Walsh, Open University, UK; David Tait, Lecturer at Edinburgh Napier University

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Now in its second edition, An Introduction to Sociology for Health Carers provides an accessible grounding for all nursing and health care students who have little previous experience of studying Sociology but who, within their first year courses, need to quickly

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Preface Digital Support Resources 1. Understanding Sociology 2. Sociological Approaches to Healthcare Issues 3. Questioning Medical Knowledge 4. Social Class, the Family and Health Experience 5. Gender and Health 6. 'Race', Culture, Ethnicity and Health 7. Understanding illness and behaviour 8. Sociology and the body 9. Sociological approaches to mental distress Appendices - Rapid Recap Answers

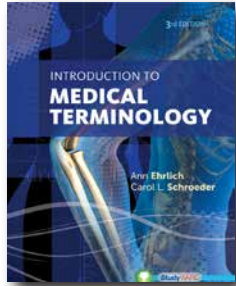
MEDICAL TERMINOLOGY

INTRODUCTION TO MEDICAL TERMINOLOGY, 3E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin

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Designed for the beginning health care student, INTRODUCTION TO MEDICAL TERMINOLOGY 3E simplifies the process of learning hundreds of complex medical terms. The See and Say pronunciation system makes pronouncing unfamiliar terms easy.

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Meanings. APPENDIX C: Glossary of Pathology and Procedures. Index.

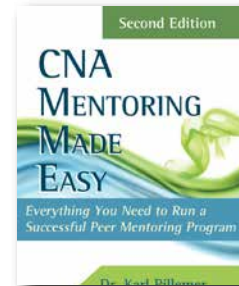
NURSING ASSISTING

CNA MENTORING MADE EASY, 2E

Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College

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ebook



Designed for practicing Nursing Assistants and managers of Certified Nursing Assistants, the Second Edition of CNA MENTORING MADE EASY provides all the essentials in w one easy-to-use book. Based on best practices and field-tested in hundreds of facilities, this

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About the Authors. Preface. What is Mentoring? Implementing Your Mentoring Program. Tips and Techniques for the Instructor. Program Curriculum. Module 1. What Makes a Mentor? Module 2. Mentor as Teacher. Module 3. Mentor as Leader. Module 4. Communication Skills. Module 5. Stress Management. Module 6. Your Job as a Mentor. Module 7. Booster Session for Mentors. Program Curriculum Handouts. Appendix I: Program Forms.

OCCUPATIONAL THERAPY

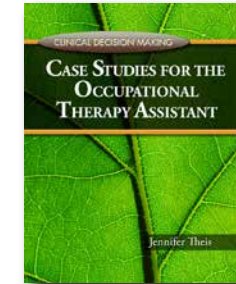
CLINICAL DECISION MAKING

Case Studies For The Occupational Therapy Assistant

Jennifer L. Theis

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ebook



CLINICAL DECISION MAKING: CASE STUDIES FOR THE OCCUPATIONAL THERAPY ASSISTANT is a first of its kind text designed to help you work on fostering clinical reasoning skills in the provision of occupational therapy assistant services.

The case studies in this book incorporate the most common practice settings across the continuum of care and follow clients as they progress across this continuum. Organized broadly around the current Occupational Therapy Practice Framework of the American Occupational Therapy Association, each case contains examples of how this framework can be applied to a particular client. The case studies in this book are meant to provoke discussion about treatment planning, ethical issues and collaboration with the client, family and other healthcare providers.

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PATIENT CARE TECHNICIAN

END OF LIFE CARE: A CARE WORKER HANDBOOK

MORRIS/COLLIER

© 2013, 0pp, Paperback, 9781444163247



Working with people toward the end of their lives? Training in End of Life Care? You don’t have to go it alone! Caring for people at the end of life is one of the most challenging and rewarding roles in Health and Social Care. But with a range of awards, certificates

and units available to work-based learners it can be a confusing area for qualifications. That’s why we’ve put together a one-stop handbook to support your training and continuing professional development in end of life care. Here in one place is all the topic knowledge, assessment support and practical advice you will need for a range of end of life care qualifications. Core topics are linked to the specific learning and assessment objectives you need to cover for 11 QCF units and national competencies. Case studies tie learning into the many different situations and roles across Home Care, Residential Care, NHS and Private Settings.

This book is especially useful for candidates taking the: Level 2 Award in End of Life Care Level 2 Certificate in End of Life Care Level 3 Award in End of Life Care Level 3 Certificate in End of Life Care It's also a must have reference for those who want to brush up skills and knowledge from previous qualifications. So whatever your level of specialism, give yourself the tools you need for your role and your clients in end of life care.

CONTENTS

1. Principles of working in end of life care
2. Managing symptoms in end of life care
3. Understand Advance Care Planning
4. Support the spiritual well being of individuals
5. Support individuals with loss and grief before death
6. Support individuals during the last days of life
7. Support individuals with specific communication needs
8. Care of a deceased person

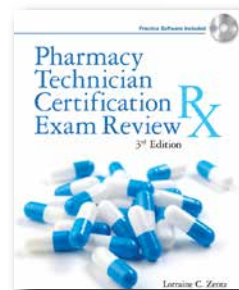
PHARMACOLOGY/DRUG REFERENCE

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E

Lorraine C. Zentz

© 2012, 608pp, Paperback, 9781428320628

ebook



PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E is a comprehensive, all inclusive study tool to help prepare your students to become certified pharmacy technicians on a national level. This book mirrors content covered on the

Pharmacy Technician Certification Exam (PTCE) and provides both exam content review and practice opportunities in a variety of formats. Ideal for review courses and for individual study, this book is a must-have tool for anyone preparing to take the PTCB and ExCPT exams. Sections are structured to help your students focus on critical topic areas outlined by the Pharmacy Technician Certification Board; including 14 chapters specifically on mathematics with examples and end-of-chapter review questions. This new edition also includes greatly expanded chapters on pharmacology, updated end-of-chapter practice questions, two cumulative tests at the end of the book, and solutions to all chapter review questions and practice exams. For even more practice, the back-of-book CD offers 600 additional review questions to create timed exams that simulate the actual PTCE!

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- Preface IX. About the PCTB Examination XII. Section I: ASSISTING THE PHARMACIST IN SERVING PATIENTS. Part A: FILLING THE MEDICATION ORDER. 1. Receiving the Medication Order. 2. Processing the Medication Order. 3.

Preparation and Utilization of the Patient Profile. 4. Handling Medications. 5. Proper Storage and Delivery of Drug Products. 6. Receiving Payment for Goods and Services. Part B: PHARMACEUTICAL CALCULATIONS. 7. Fractions, Decimals, and Algebra Review. 8. Systems of Measurement. 9. Using Percentages and Ratios. 10. Measuring Equipment. 11. Conversion of Solid Dosage Forms. 12. Conversion of Liquid Dosage Forms. 13. Pediatric Dosages. 14. Parenteral Dosages. 15. Intravenous Calculations. 16. Intravenous Admixtures. 17. Calculation of Dose per Time. 18. Compounding. 19. Commercial Calculations. 20. Math Test with Solutions. Part C: PHARMACOLOGY. 21. Introduction to Pharmacology. 22. Central Nervous System Agents. 23. Pain Management Agents: Nonsteroidal Anti-Inflammatory Drugs and Narcotics. 24. Cardiovascular System Agents. 25. Pulmonary Agents. 26. Antibiotics and Anti-infectives. 27. Cancer Chemotherapeutic Agents. 28. Gastrointestinal System Agents. 29. Endocrine System and Reproductive System Agents. 30. Vitamins. 31. Pharmacology Review. Part D: PHARMACY LAW. 32. State and Federal Regulations. 33. State and Federal Regulatory Agencies. 34. Law and Ethics in the Practice of Pharmacy. Section II: MAINTAINING MEDICATION AND INVENTORY CONTROL SYSTEMS. 35. Stocking the Pharmacy. 36. Maintenance of Pharmaceutical Products. Section III: ADMINISTRATION AND MANAGEMENT OF PHARMACY PRACTICE. 37. Using Computers in the Pharmacy. 38. Communications within the Pharmacy. Appendix A: Top 200 Frequently Prescribed Drugs and Their Uses. Appendix B: Commonly Used Medical Abbreviations. Appendix C: Pretest with Answers. Appendix D: Sample Examination and Answer Sheet; Answers for Scoring. Appendix E: Solutions to Questions for Review. Glossary. Suggested Reading. Index.

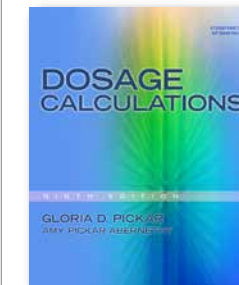
PHARMACY TECHNICIAN

DOSAGE CALCULATIONS, 9E

Gloria D. Pickar, RN, EdD; Amy Pickar Abernethy, MD, Duke University

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The best-selling dosage calculations book on the market, Gloria Pickar's DOSAGE CALCULATIONS, 9th Edition features the three-step approach to basic and advanced Formula Method calculations that nursing and other health care

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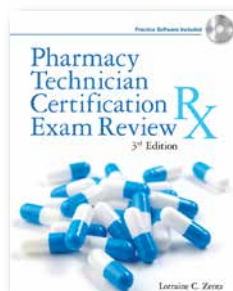
of Solutions. 13. Alternative Dosage Calculation Methods: Ratio-Proportion and Dimensional Analysis. 14. Pediatric and Adult Dosages Based on Body Weight. Part III Self-Evaluation. Part IV: ADVANCED CALCULATIONS. 15. Intravenous Solutions, Equipment, and Calculations. 16. Body Surface Area and Advanced Pediatric Calculations. 17. Advanced Adult Intravenous Calculations. Section IV Self-Evaluation.

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E

Lorraine C. Zentz

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PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E is a comprehensive, all inclusive study tool to help prepare your students to become certified pharmacy technicians on a national level. This book mirrors content covered on the

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RADIOGRAPHIC TECHNOLOGY

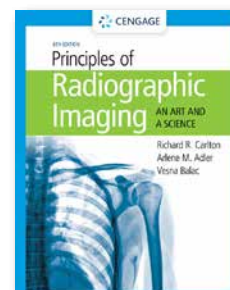
PRINCIPLES OF RADIOGRAPHIC IMAGING, 6E

An Art and A Science

Richard R. Carlton, *Grand Valley State University*; Arlene McKenna Adler, *Indiana University Northwest, Gary, IN*; Vesna Balac, *Indiana University Northwest, Gary, IN*

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Fascinated by X-rays and medical imaging technology? Drawn to work that helps others? PRINCIPLES OF RADIOGRAPHIC IMAGING: AN ART AND A SCIENCE, 6th Edition reveals the inner workings of radiography careers,

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Interactions. 14. Minimizing Patient Exposure. 15. Beam Restriction. Unit III: Creating the Image. 16. Vision and Perception. 17. The Patient as a Beam Emitter. 18. The Grid. 19. Film and Screens Imaging and Processing. Unit IV: DIGITAL RADIOGRAPHY SYSTEMS. 20. Digital Image Processing. 21. Computed Radiography. 22. Digital Radiography/Flat-Panel Detector Systems. 23. Technical Considerations in Digital Imaging. 24. Informatics in Medical Imaging. Unit V: ANALYZING THE IMAGE. 25. The Imaging Process. 26. Image Receptor Exposure. 27. Contrast. 28. Spatial Resolution. 29. Distortion. 30. The Art of Image Critique. 31. Quality Management. Unit VI: SPECIAL IMAGING SYSTEMS AND MODALITIES. 32. Mobile Radiography. 33. Fluoroscopy. 34. Tomography and Digital Tomosynthesis. 35. Mammography. 36. Bone Densitometry. 37. Vascular Imaging Equipment. 38. Computed Tomography. 39. Magnetic Resonance Imaging. 40. Nuclear Medicine and Molecular Imaging. 41. Radiation Therapy. 42. Diagnostic Medical Sonography.

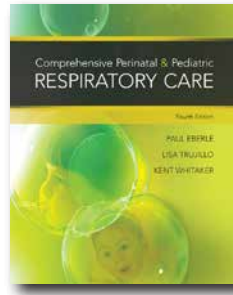
RESPIRATORY CARE

COMPREHENSIVE PERINATAL & PEDIATRIC RESPIRATORY CARE, 4E

Kent Whitaker; Paul Eberle, Weber State University; Lisa Trujillo, Weber State University

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Learn the latest in respiratory care for newborns and children from **COMPREHENSIVE PERINATAL AND PEDIATRIC RESPIRATORY CARE, 4E**. This newly updated book is clear, consistent, and easy for you to follow.

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SAFETY & COMPLIANCE

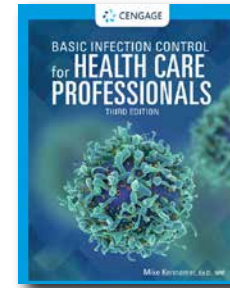
NEW EDITION

BASIC INFECTION CONTROL FOR HEALTH CARE PROFESSIONALS, 3E

Michael Kenamer, Northeast Alabama Community College; Kenamer Media Group, Inc.

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Basic Infection Control for Health Care Providers, Third Edition, is a clear and concise guide to preventing occupational exposure hazards and communicable and infectious diseases. Written at a level that assumes no prior knowledge of infectious disease, this

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SURGICAL TECHNOLOGY

SURGICAL MAYO SETUPS, SPIRAL BOUND VERSION, 2E

Tammy Allhoff, Pearl River Community College; Debbie Hinton, Pearl River Community College

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Whether you're a new surgical technologist or starting to learn the field, **SURGICAL MAYO SETUPS, 2nd Edition** is the reliable, detailed resource you need for success in any operating room! Newly revised with more than 130 Mayo-stand and back-table setups, this

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1. Setup Methods. 2. General Surgery. 3. Obstetric/Gynecological Surgery. 4. Genitourinary Surgery. 5. Thoracic Surgery. 6. Cardiovascular Surgery. 7. Peripheral Vascular Surgery. 8. Orthopedics Surgery. 9. Neurological Surgery. 10. Plastic and Reconstruction Surgery. 11. Ear, Nose, and Throat (E.N.T.) Surgery. 12. Ophthalmic Surgery. 13. Oral/Maxillo Facial Surgery.

HEALTH INFORMATION MANAGEMENT

CERTIFICATION EXAM REVIEW

PROFESSIONAL REVIEW GUIDE FOR THE CCA EXAMINATION, 2017 EDITION

Patricia Schnering

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Unmatched Test Prep: A variety of self-assessment tools prepare students for the certification exam, including recommended resources, general study tips, multiple-choice coding questions, coding case studies for various health settings, mock examinations, and

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CODING & INSURANCE BILLING

NEW EDITION

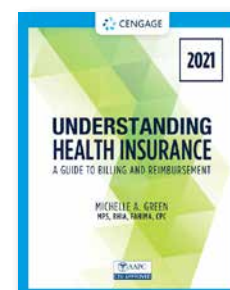
UNDERSTANDING HEALTH INSURANCE, 16E

A Guide to Billing and Reimbursement - 2021 Edition

Michelle A. Green

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Develop the skills and background for a career in medical billing and insurance processing or revenue management with Green's UNDERSTANDING HEALTH INSURANCE: A GUIDE TO BILLING AND REIMBURSEMENT, 2021 Edition. This complete

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Coding. 7. CPT Coding. 8. HCPCS Level II Coding. 9. CMS Reimbursement Methodologies. 10. Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity. 11. CMS-1500 and UB-04 Claims. 12. Commercial Insurance. 13. BlueCross BlueShield. 14. Medicare. 15. Medicaid. 16. TRICARE. 17. Workers' Compensation. Appendices. Bibliography. Glossary. Index.

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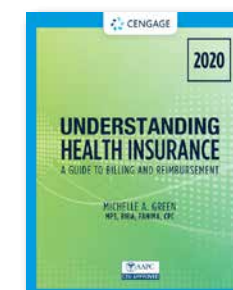
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Michelle A. Green

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UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 3E

A Worktext, Spiral bound Version (with Cengage EncoderPro.com Demo Printed Access Card)

Mary Jo Bowie

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Completely updated to the 2016 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 3E delivers a comprehensive presentation of the ICD-10-

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10. Mental and Behavioral Disorders. 11. Diseases of the Nervous System. 12. Disorders of the Eye and Adnexa. 13. Diseases of the Ear and Mastoid Process. 14. Diseases of the Circulatory System. 15. Diseases of the Respiratory System. 16. Diseases of the Digestive System. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissues. 19. Diseases of the Genitourinary System. 20. Pregnancy, Childbirth, and the Puerperium. 21. Certain Conditions Originating in the Perinatal Period. 22. Congenital Malformations, Deformations, and Chromosomal. 23. Symptoms, Signs, and Abnormal Clinical Laboratory Findings. 24. Injury, Poisoning, and Certain Other Consequences of External Causes. 25. External Causes of Morbidity. 26. Factors Influencing Health Status and Contact with Health Services. 27. Introduction to ICD-10-PCS. 28. Medical and Surgical Section. 29. Obstetrics Section. 30. Placement Section. 31. Administration Section. 32. Measurement and Monitoring Section. 33. Extracorporeal Assistance and Performance. 34. Osteopathic, Chiropractic, and Other Procedure Sections. 35. Imaging, Nuclear Medicine, and Radiation Oncology. 36. Physical Rehabilitation and Diagnostic Audiology Section. 37. Mental Health and Substance Abuse Treatment. 38. New Technology Section.

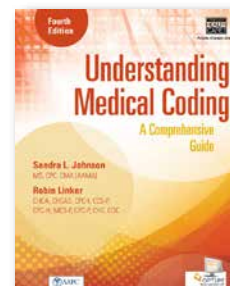
UNDERSTANDING MEDICAL CODING, 4E

A Comprehensive Guide

Sandra L. Johnson, *Indiana University Southeast, New Albany, Indiana*; Robin Linker, *Robin Linker & Associates, Inc.*

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Learn everything you need to know about medical coding with the practical and easy to understand UNDERSTANDING MEDICAL CODING: A COMPREHENSIVE GUIDE, 4E. Using clear, step-by-step instructions, you learn how to code a claim correctly and

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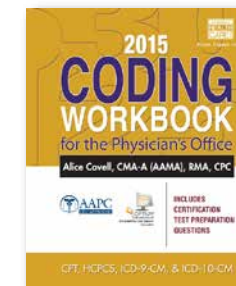
Preface. 1. Introduction to Coding. 2. ICD-10-CM. 3. HCPCS Level II. 4. Current Procedural Terminology (CPT) Basics. 5. Evaluation and Management. 6. Anesthesia and General Surgery. 7. Integumentary System. 8. Orthopedics. 9. Cardiology and the Cardiovascular System. 10. OB/GYN. 11. Radiology, Pathology, and Laboratory. 12. Medicine. 13. Modifiers: A Practical Understanding. 14. Billing and Collections. 15. Filing the Claim Form. 16. Payment for Professional Health Care Services, Auditing, and Appeals. Glossary. Index.

2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD)

Alice Covell

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ebook



Succinct, accurate, and flexible, 2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE is the ideal coding practice tool. Whether you are preparing for a certification exam, the approaching transition to ICD-10-CM, or improving your medical

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SECTION I: INTRODUCTION TO CODING. 1. Coding and Medical Insurance Policies. 2. Conquering Coding. 3. Coding Ground Rules. SECTION II: CURRENT PROCEDURAL TERMINOLOGY (CPT). 4. Evaluation and Management Services. 5. General Surgery Rules. 6. Integumentary System. 7. Musculoskeletal System. 8. Respiratory System. 9. Cardiovascular System. 10. Hemic and Lymphatic Systems—Mediastinum and Diaphragm. 11. Digestive System. 12. Urinary System. 13. Male Genital System, including Intersex Surgery. 14. Female Genital System and Maternity. 15. Endocrine and Nervous Systems. 16. Eye and Ocular Adnexa. 17. Auditory System. 18. Radiology. 19. Pathology and Laboratory. 20. Medicine. SECTION III: HCPCS

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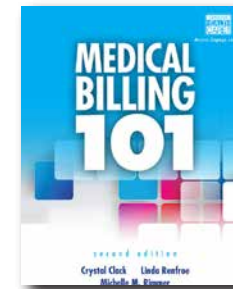
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MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

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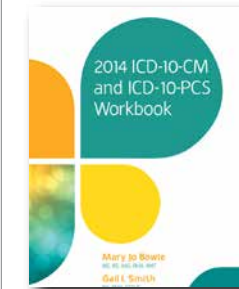
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1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The 'Heart?' of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

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Mary Jo Bowie; Gail Smith, University of Cincinnati

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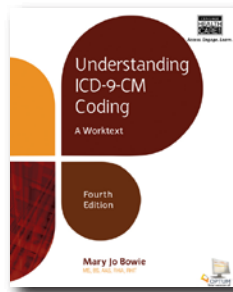
UNDERSTANDING ICD-9-CM CODING, 4E

A Worktext

Mary Jo Bowie; Regina M. Schaffer

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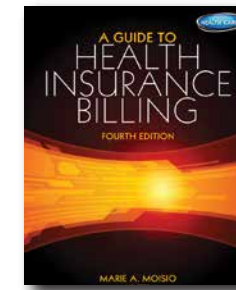
Organs. 12. Diseases of the Circulatory System. 13. Diseases of the Respiratory System. 14. Diseases of the Digestive System. 15. Diseases of the Genitourinary System. 16. Complications of Pregnancy, Childbirth, and Puerperium. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissue. 19. Congenital Anomalies. 20. Certain Conditions Originating in the Perinatal Period. 21. Symptoms, Signs, and Ill-Defined Conditions. 22. Injury and Poisoning. 23. V Codes-Supplementary Classification of Factors Influencing Health Status and Contact with Health Services. 24. E Codes-Supplementary Classification of External Causes of Injury and Poisoning. SECTION III: ICD-9-CM PROCEDURAL CODING. 25. Introduction to ICD-9-CM Coding. 26. Operations in the Nervous System. 27. Operations on the Endocrine System. 28. Operations on the Eye. 29. Operations on the Ear. 30. Operations on the Nose, Mouth, and Pharynx. 31. Operations on the Respiratory System. 32. Operations on the Cardiovascular System. 33. Operations on the Hemic and Lymphatic System. 34. Operations on the Digestive System. 35. Operations on the Urinary System. 36. Operations on the Male Genital Organs. 37. Operations on the Female Genital Organs. 38. Operations and Obstetrical Procedures. 39. Operations on the Musculoskeletal System. 40. Operations on the Integumentary System. 41. Miscellaneous Procedures and Interventions. 42. ICD-10-CM and ICD-10-PCS. Appendix A: ICD-9-CM Official Coding Guidelines for Coding and reporting. Appendix B: Anatomical Diagrams. Appendix C: Partial Answer Key to Textbook Exercises. Appendix D: Exercises for EncoderPro.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

Marie A. Moiso, MA, RHIA, Northern Michigan University (Emerita)

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1. The Insurance Billing Specialist. 2. Legal Aspects of Insurance Billing. 3. Introduction to Health Insurance. 4. International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM/PCS). 5. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). 6. Current Procedural Terminology (CPT) and Healthcare Common Procedure. 7. Developing An Insurance Claim. 8. Common CMS-

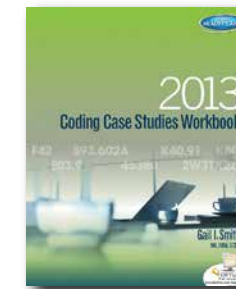
1500 Completion Guidelines: Private/Commercial Insurance. 9. Electronic Claims Submission. 10. UP-04 (CMS-1450) Completion Guidelines. 11. Blue Cross/Blue Shield. 12. Medicare. 13. Medicaid. 14. TRICARE and CHAMPVA. 15. Workers Compensation. Appendix A: Superiorland Clinic Practice Manual. Appendix B: Assignments: Case Study 2-1 Through Case Study 2-10. Appendix C: Abbreviations. References. Glossary. Index.

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

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Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of exercises applicable to all healthcare settings--physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special "Coding Insights" features provide further guidance to support the coding decision-making process.

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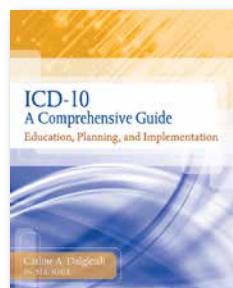
ICD-10: A COMPREHENSIVE GUIDE

Education, Planning and Implementation with Premium Website Printed Access Card and Cengage EncoderPro.com Demo Printed Access Card

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ICD-10: A COMPREHENSIVE GUIDE fully prepares current and future medical coders for the transition to ICD-10-CM and PCS coding systems that will go into effect on October 1, 2013. This comprehensive guide covers both ICD-10-CM and ICD-10-PCS coding, highlighting changes in terminology, functionality, guidelines, and conventions. Whether you need to understand and review the impact the transition will have on the industry, or if you need to learn to assign ICD-10 codes accurately, ICD-10: A Comprehensive Guide will prepare you for the road ahead.

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1. ICD-10 History, Preview & Impacts. 2. HIPAA, ARRA/HITECH, 5010 Transactions & Code Sets. 3. General Equivalency Mapping (GEMS) /MS-DRG Conversion ICD-9 to ICD-10. 4. ICD-10-CM Layout, Conventions and General Guidelines. 5. The Diagnostic Coding Process using ICD-10-CM. 6.

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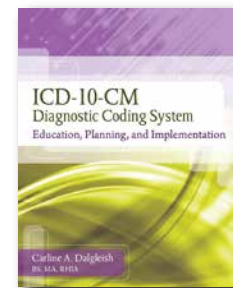
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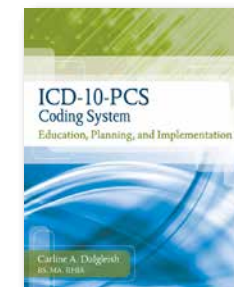
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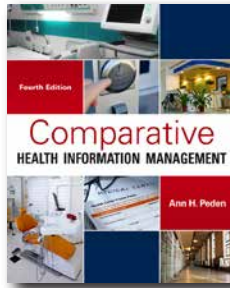
COMPARATIVE RECORDS

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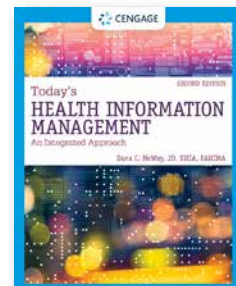
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BASIC ALLIED HEALTH STATISTICS AND ANALYSIS, SPIRAL BOUND, 5E

Lorie Darche, LECOM School of Graduate Studies; Gerda Koch, Illinois State University

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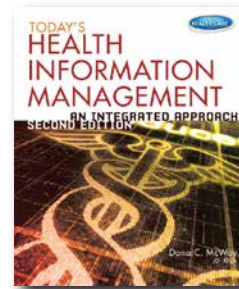
TODAY'S HEALTH INFORMATION MANAGEMENT, 2E

An Integrated Approach

Dana C. McWay, St. Louis University

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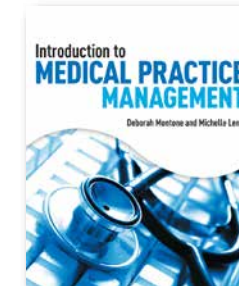
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INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT

Deborah Montone, Hohokus School of Business and Medical Science, Ramsey, NJ; Michelle Lenzi, Lenzi Office Solutions; Hesser College; Kaplan University Online

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HEALTH INFORMATION SYSTEMS

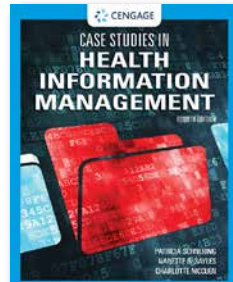
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Patricia Schnering; Nanette B. Sayles, East Central College; Charlotte McCuen

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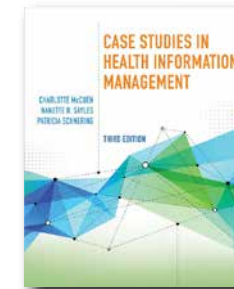
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Ann Peden, University of Mississippi Medical Center

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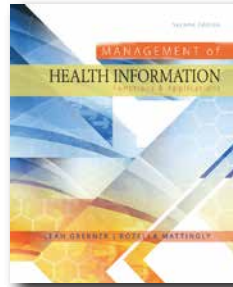
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Functions & Applications

Leah Grebner, MS, RHIA, CCS, Midstate College, Peoria, IL;
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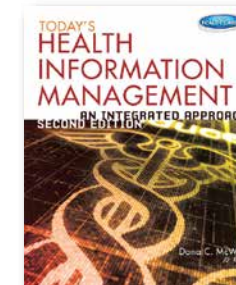
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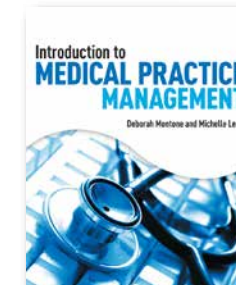
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HIPAA

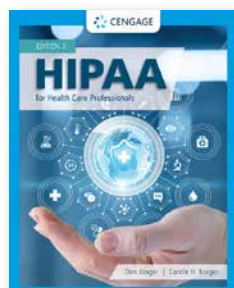
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HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed

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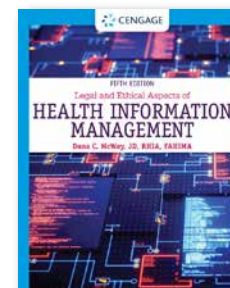
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Dana C. McWay, St. Louis University

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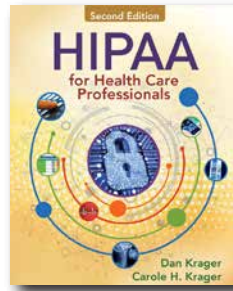
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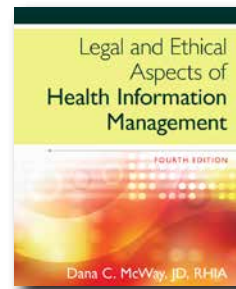
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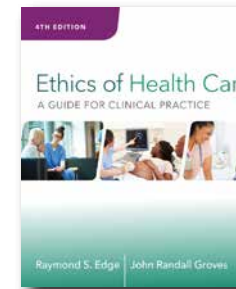
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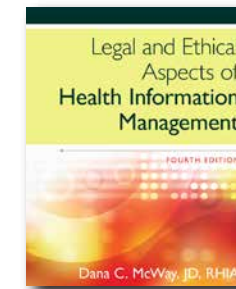
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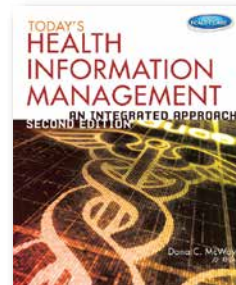
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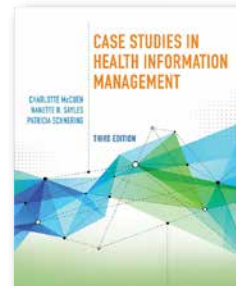
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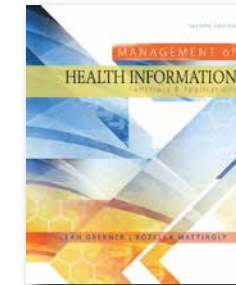
MANAGEMENT OF HEALTH INFORMATION, 2E

Functions & Applications

Leah Grebner, MS, RHIA, CCS, Midstate College, Peoria, IL; Rozella Mattingly, EMBA, RRA

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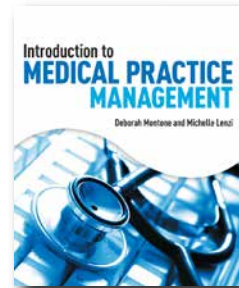
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INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT

Deborah Montone, *Hohokus School of Business and Medical Science, Ramsey, NJ*; Michelle Lenzi, *Lenzi Office Solutions; Hesser College; Kaplan University Online*

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NEW EDITION

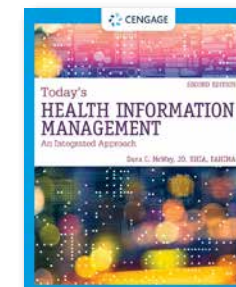
TODAY'S HEALTH INFORMATION MANAGEMENT, 3E

An Integrated Approach

Dana C. McWay, *St. Louis University*

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As technology, legislation and industry practices continue to rapidly evolve, the health information management profession has become increasingly dynamic, complex and essential. McWay's TODAY'S HEALTH INFORMATION

MANAGEMENT: AN INTEGRATED APPROACH, 3rd Edition, helps you master the fundamental principles and cutting-edge practices required for success in this high-demand field. Reflecting the latest trends and best practices, the third edition includes new coverage of HIM careers, informatics, data privacy, the digital divide and digital literacy, data sets, information systems, CRISPR, assistive technology, the role of de-identified data and much more. New online and distance learning resources are also available. It's an ideal resource for aspiring

technicians and managers as well as HIM professionals working toward a degree or certification.

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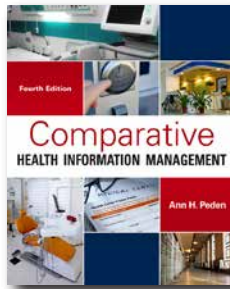
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COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4E

Ann Peden, University of Mississippi Medical Center

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Break into the exciting field of HIM with **COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4e!** Whether you see yourself working in a hospital, clinic, or office, this text can help you find the ideal career. Chapters explore a variety of settings, including

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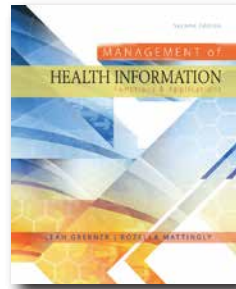
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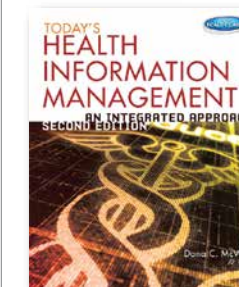
TODAY'S HEALTH INFORMATION MANAGEMENT, 2E

An Integrated Approach

Dana C. McWay, St. Louis University

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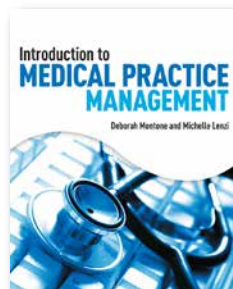
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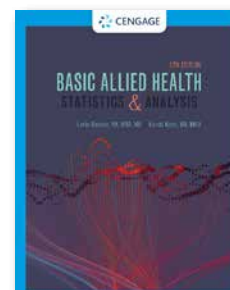
STATISTICS

BASIC ALLIED HEALTH STATISTICS AND ANALYSIS, SPIRAL BOUND, 5E

Lorie Darche, *LECOM School of Graduate Studies*; Gerda Koch, *Illinois State University*

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1. Health Statistics: Why Are They Important? 2. Mathematics: Reviewing the Basics. 3. Health Data Across the Continuum. 4. Hospital Census. 5. Hospital Occupancy. 6. Hospital Length of Stay. 7. Hospital, Obstetric, and Neonatal Statistics. 8. Miscellaneous Clinical and Non-Clinical Statistics. 9. End-of-Life Statistics: Mortality and Autopsy Rates. 10. Community Health Statistics. 11. Statistics: Learning the Basics. 12. Organizing Data for Analysis. 13. Displaying Data for Analysis. 14. Fundamentals of Research. Appendix I: Glossary. Appendix II: Formulas. Appendix III: Abbreviations.

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Gerda Koch, *Illinois State University*

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1. Statistical Terminology and Health Care Data. 2. Health Care Overview and Patient Data Collection. 3. Mathematical Review. 4. Census. 5. Percent of Occupancy. 6. Length of Stay and Discharge Days.

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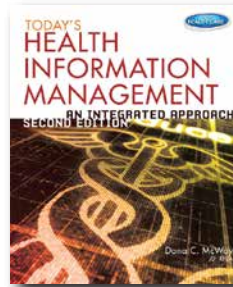
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HEALTH SERVICE ADMINISTRATION

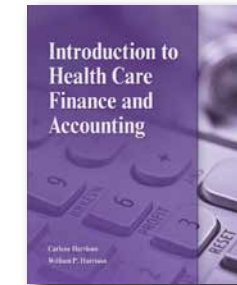
FINANCIAL MANAGEMENT OF HEALTH SERVICES

INTRODUCTION TO HEALTH CARE FINANCE AND ACCOUNTING

Carlene Harrison, Hodges University; William P. Harrison

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Extremely practical and packed with current examples, Introduction to Health Care: Finance and Accounting delivers a comprehensive overview of the business side of health care. This entry-level health care finance text offers you detailed discussions of cost

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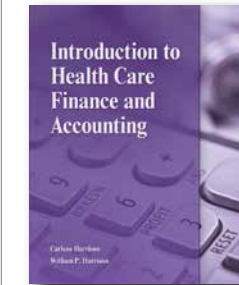
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HEALTH CARE ECONOMICS, 7E

Paul J. Feldstein, University of California at Irvine

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Delivering the most detailed and exhaustive content available, market-leading HEALTH CARE ECONOMICS, 7th Edition demonstrates how basic economic concepts, principles, and theories can be used to think about and illustrate various health care

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HEALTH CARE LAW

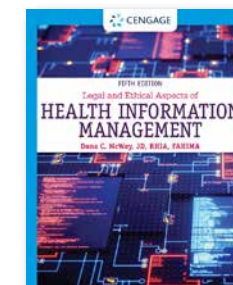
NEW EDITION

LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION MANAGEMENT, 5E

Dana C. McWay, St. Louis University

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Gain a critical, thorough understanding of the complex legal and ethical principles that govern health information management (HIM) with McWay's LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION MANAGEMENT, 5E.

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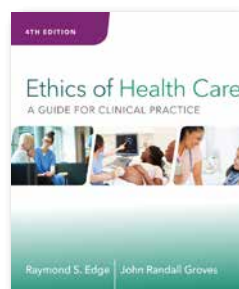
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, *Dean, School of Health Professions (Retired), Maryville University - Saint Louis*; John Randall Groves, *Ferris State University*

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Designed for students pursuing careers in a variety of health care programs, **ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e**, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

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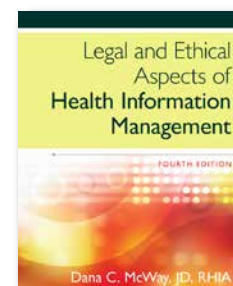
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LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION MANAGEMENT, 4E

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HEALTH CARE MANAGEMENT

SHORTELL & KALUZNY'S HEALTH CARE MANAGEMENT, 7E

Organization Design and Behavior

Lawton Burns, *Wharton School, University of Pennsylvania*; Elizabeth Bradley, *Vassar College*; Bryan Weiner, *Yale School of Public Health*

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INTRODUCTION TO HEALTH PROMOTION & BEHAVIORAL SCIENCE IN PUBLIC HEALTH

Hala Madanat, Graduate School of Public Health, San Diego State University; Elva Arredondo, Graduate School of Public Health, San Diego State University; Guadalupe X. Ayala, Graduate School of Public Health, San Diego State University

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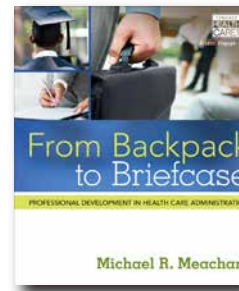
FROM BACKPACK TO BRIEFCASE

Professional Development in Health Care Administration

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HEALTH INFORMATION MANAGEMENT / DATA MANAGEMENT

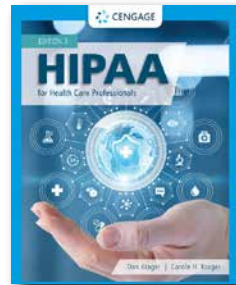
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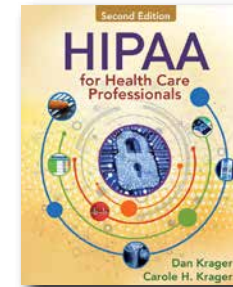
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HEALTH SERVICES ADMINISTRATION

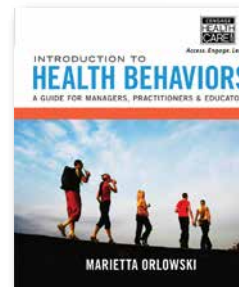
INTRODUCTION TO HEALTH BEHAVIORS

A Guide for Managers, Practitioners & Educators

Marietta Orlowski, Wright State University

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FUNDAMENTALS OF US HEALTH CARE

Principles and Perspectives

Charles E. Yesalis, Emeritus, The Pennsylvania State University; Robert M. Politzer, MS, Sc.D, C.A.S.; Harry Holt, The Pennsylvania State University

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Fundamentals of US Health Care: Principles and Perspectives takes the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the health care

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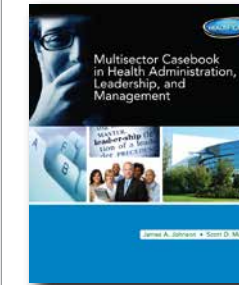
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James Johnson, Dow College of Health Professions, Central Michigan University; Scott Musch, Cambia Health Solutions

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MULTI-SECTOR CASEBOOK IN HEALTH ADMINISTRATION, LEADERSHIP, AND MANAGEMENT is a thought-provoking introduction to modern health management and leadership through a compelling collection of

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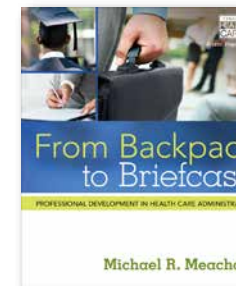
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INTRODUCTION TO HEALTH PROMOTION

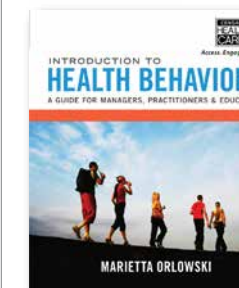
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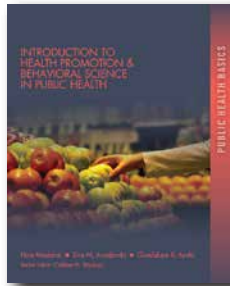
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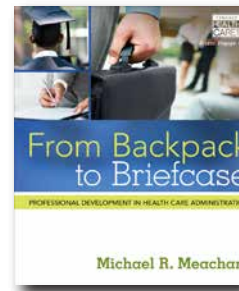
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FUNDAMENTALS OF US HEALTH CARE

Principles and Perspectives

Charles E. Yesalis, Emeritus, The Pennsylvania State University; Robert M. Politzer, MS, Sc.D, C.A.S. ; Harry Holt, The Pennsylvania State University

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Fundamentals of US Health Care: Principles and Perspectives takes the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the health care

system today, this text delivers simple, objective coverage of key topics including cost, access, quality, financing, manpower, and public health. By blending current, factual data, basic principles, and multiple perspectives on controversial issues, the text provides a balanced approach to the core issues facing the health care industry. Case studies and vignettes throughout the text allow you to explore how these problems impact real-life situations and hone your critical thinking skills for your future professional career.

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POLICY & POLITICS

SCUTCHFIELD AND KECK'S PRINCIPLES OF PUBLIC HEALTH PRACTICE, 4E

Paul C. Erwin, MD, DPH, University of Tennessee, Knoxville, TN; R.C. Brownson, Washington University

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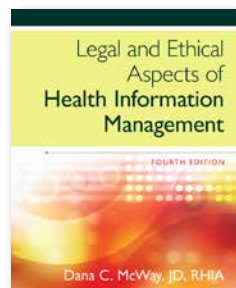
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LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION MANAGEMENT, 4E

Dana C. McWay, St. Louis University

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Understanding the complex legal and ethical principles that govern health information management is more important than ever.

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HEALTH POLITICS AND POLICY, 5E

James A. Morone, Brown University; Dan Ehlke, State University of New York Downstate Medical Center

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HEALTH POLITICS AND POLICY, 5th Edition walks you through the inner workings of health care policymaking, from the legislative process to socioeconomic impacts, and reveals both modern and historical perspectives in exciting detail. A collection

of writings by some of today's sharpest political minds and policy-makers, the book explores factors that shape the U.S. health care system and policy, such as values, government, and private players, and compares them to other countries for international context. Helpful learning features throughout include review questions and problems, supporting tables and graphs, and special "Consider This" essays that bolster chapter concepts. In an environment of ever-changing policies and politics, the new edition seamlessly integrates themes of the past and present-day dilemmas with a look to the future of health care politics in America.

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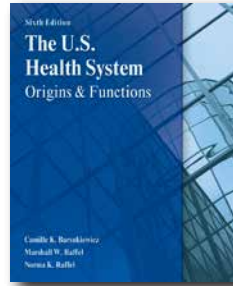
THE U.S. HEALTH SYSTEM, 6E

Origins and Functions

Camille K. Barsukiewicz, Ph.D., University of Memphis, Memphis, Tennessee; Marshall W. Raffel, Ph.D., Pennsylvania State University, University Park, Pennsylvania; Norma K. Raffel

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THE U.S. HEALTH SYSTEM offers not only a historical perspective detailing the origins of our health care system, but also discusses the forces that changed and shaped our system into what it is today. Underlying the comprehensive information

on health care costs, finance, access, delivery and reform, is the ethical question of whether health care is a right or a privilege. You'll find real-world stories of health care organizations that must deal with delivery and financing of services, as well as references to web sites for further information. Each chapter poses topics for further debate in a Question of Ethics and provides hands-on exercises in the Activity-Based Learning sections. Exhibits in each chapter will stimulate discussion on the various chapter topics.

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PUBLIC HEALTH

SCUTCHFIELD AND KECK'S PRINCIPLES OF PUBLIC HEALTH PRACTICE, 4E

Paul C. Erwin, MD, DPH, University of Tennessee, Knoxville, TN; R.C. Brownson, Washington University

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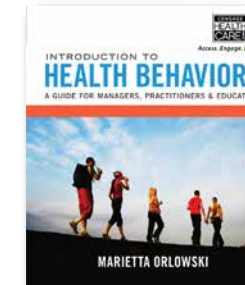
INTRODUCTION TO HEALTH BEHAVIORS

A Guide for Managers, Practitioners & Educators

Marietta Orłowski, Wright State University

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Designed for professionals new to health behavior theory but challenged to shape the health behaviors of others, INTRODUCTION TO HEALTH BEHAVIORS: A GUIDE FOR MANAGERS, PRACTITIONERS & EDUCATORS delivers current, comprehensive

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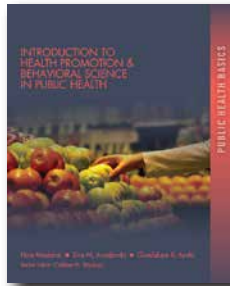
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INTRODUCTION TO HEALTH PROMOTION & BEHAVIORAL SCIENCE IN PUBLIC HEALTH

Hala Madanat, Graduate School of Public Health, San Diego State University; Elva Arredondo, Graduate School of Public Health, San Diego State University; Guadalupe X. Ayala, Graduate School of Public Health, San Diego State University

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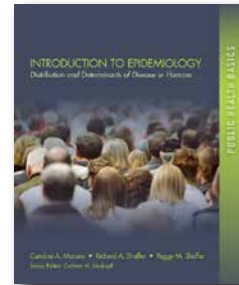
INTRODUCTION TO EPIDEMIOLOGY

Distribution and Determinants of Disease

Caroline A. Macera, San Diego State University; Richard Shaffer, San Diego State University; Peggy M. Shaffer, San Diego State University

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Gradually immerse yourself in the science of public health while learning about cardiovascular disease, cancer, diabetes, and infectious diseases, and more. The first half of the book focuses on basic concepts in epidemiology, such as its history and

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INTRODUCTION TO PUBLIC HEALTH ORGANIZATIONS, MANAGEMENT, AND POLICY

James Johnson, Dow College of Health Professions, Central Michigan University

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Students pursuing a career in public health will be met with diverse and dynamic challenges. From the impact of a cholera outbreak after a natural disaster to promoting healthier lifestyles, protecting our communities will require our vigilance and creativity in

finding new and better ways to address these complex problems. Led by series editor, Dr. Carleen Stoskopf, the **PUBLIC HEALTH BASICS** series introduces undergraduate students to contemporary public health issues ranging from epidemiology, management, data analysis, and health promotion. Through this book series, students will grapple with the major public health issues we are facing locally and globally, while learning and putting into practice the principles of public health. **INTRODUCTION TO PUBLIC HEALTH ORGANIZATIONS, MANAGEMENT, AND POLICY**, the second offering in this new series, provides a detailed introduction to public health organizations and their management. Initial chapters are devoted to exploring foundational concepts, practical applications, and new directions in each domain. Subsequent chapters focus on public health organizations at all levels, from large federal organizations and research centers, to county and local public health agencies. In addition to providing a critical understanding of individual, group, and organization behavior, the author outlines effective approaches to facilitate and manage inevitable organizational change in a productive, sustainable way by applying knowledge of power, influence, motivation, and leadership. This text enhances your knowledge and skills in preparing for a successful career in public health.

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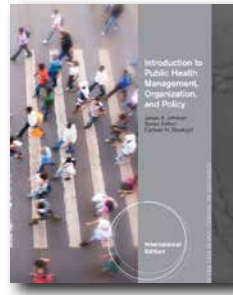
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An Applied Introduction for the Public Health Practitioner

Heather M. Bush, University of Kentucky

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BIostatISTICS: AN APPLIED INTRODUCTION FOR THE PUBLIC HEALTH PRACTITIONER is designed to help you understand and apply essential biostatistics concepts. This innovative new text emphasizes real-world public health problems

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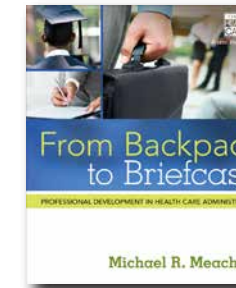
FROM BACKPACK TO BRIEFCASE

Professional Development in Health Care Administration

Michael R. Meacham, Medical University of South Carolina

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Packed with insightful examples, interactive exercises and amusing anecdotes, FROM BACKPACK TO BRIEFCASE: PROFESSIONAL DEVELOPMENT IN HEALTH CARE ADMINISTRATION delivers

a comprehensive how-to guide to help students prepare for—and succeed—in their search for the best internships, residencies, fellowships and jobs. This extremely practical book helps students take the knowledge gained in academic programs and apply it in a truthful and positive way that will jumpstart their career in Health Care Administration. In this information-packed book, students will find a variety of tools to help project and enhance their utmost professional identify in order to secure the best professional positions.

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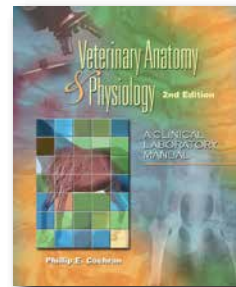
A Snapshot of Your Life. 7. Getting to the “On Site” Interview: Application is in the mail, Now what? 8. The Interview: Present Your Best Self – and the Finishing Touch. 9. Look out world! Here I come: Accepting the Job and Professional Ethics. 10. Once You’re There (Internship and Residency): Make It Count! 11. What it is like to be in the Profession.

LABORATORY MANUAL FOR COMPARATIVE VETERINARY ANATOMY & PHYSIOLOGY, 2E

Phillip E. Cochran, M.S., D.V.M.

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Veterinary Anatomy & Physiology: A Clinical Laboratory Manual, 2E is designed as a lab manual for veterinary technology and pre-veterinary medicine students who possess a basic knowledge of biology. It is the only comparative veterinary anatomy and

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INSURANCE & CODING CODING DISEASES

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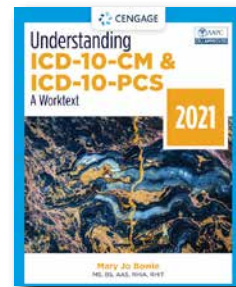
UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 6E

A Worktext, 2021

Mary Jo Bowie

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tools to prepare for certification exams as well as diagnostic and procedural coding success.

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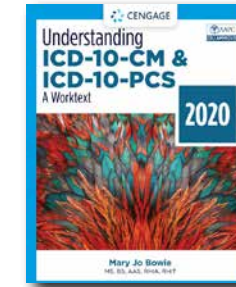
UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 5E

A Worktext - 2020

Mary Jo Bowie

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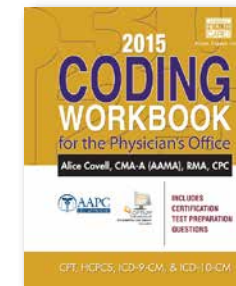
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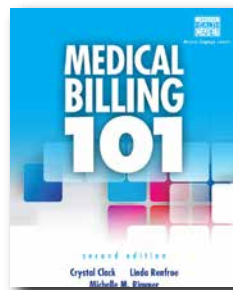
Contact with Health Services (Z00–Z99). SECTION V: PUTTING IT ALL TOGETHER. SECTION VI: EXAM QUESTIONS FOR CPT, CPT AND HCPCS, AND ICD-10-CM. Appendix—Selected Answers. Instructions for Submitting an Exam to Cengage for CEU Approval.

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Michelle M. Rimmer, CHI; Linda Renfro, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfro, Instructor, Tacoma Community College, Tacoma, Washington

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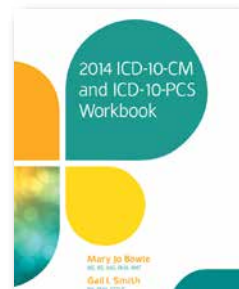
Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

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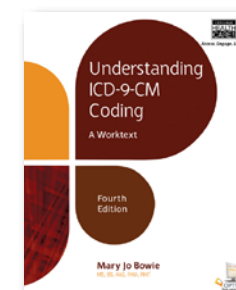
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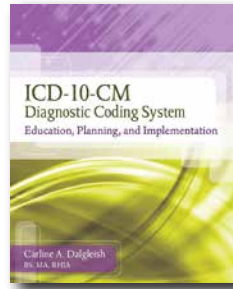
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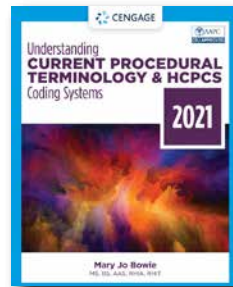
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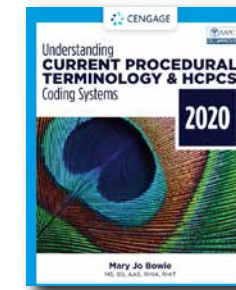
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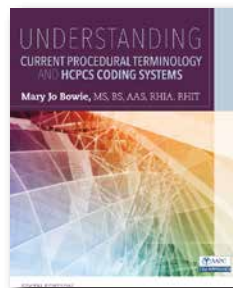
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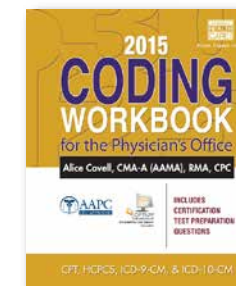
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SECTION I: INTRODUCTION TO CODING. 1. Coding and Medical Insurance Policies. 2. Conquering Coding. 3. Coding Ground Rules. SECTION II: CURRENT PROCEDURAL TERMINOLOGY (CPT). 4. Evaluation and Management Services. 5. General Surgery Rules. 6. Integumentary System. 7. Musculoskeletal System. 8. Respiratory System. 9. Cardiovascular System. 10. Hemic and Lymphatic Systems—Mediastinum and Diaphragm. 11. Digestive System. 12. Urinary System. 13. Male Genital System, including Intersex Surgery. 14. Female Genital System and Maternity. 15. Endocrine and Nervous Systems. 16. Eye and Ocular Adnexa. 17. Auditory System. 18. Radiology. 19. Pathology and Laboratory. 20. Medicine. SECTION III: HCPCS LEVEL II CODES. 21. Modifiers. SECTION IV: ICD-10-CM. 22. Coding Conflicts. 23. Clinical Documentation Improvement (CDI) Impact on Coding: An Example. 24. Certain infectious and parasitic diseases (A00–B99). 25. Neoplasms (C00–D49). 26. Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism (D50–D89). 27. Endocrine, Nutritional and Metabolic Diseases (E00–E89). 28. Mental, Behavioral, and Neurodevelopmental Disorders (F01–F99). 29. Diseases of the Nervous System (G00–G99). 30. Diseases of the Eye and Adnexa (H00–H59). 31. Diseases of the Ear and Mastoid Process (H60–H95). 32. Diseases of the Circulatory System (I00–I99). 33. Diseases of the Respiratory System (J00–J99). 34. Diseases of the Digestive System (K00–K95). 35. Diseases of the Skin and Subcutaneous Tissue (L00–L99). 36. Diseases of the Musculoskeletal System and Connective Tissue (M00–M99). 37. Diseases of the Genitourinary System (N00–N99). 38. Pregnancy, Childbirth and the Puerperium (O00–O9A). 39. Certain Conditions Originating in the Perinatal Period (P00–P96). 40. Congenital Malformations, Deformations, and Chromosomal Abnormalities (Q00–Q99). 41. Symptoms, Signs, and Abnormal Clinical and Laboratory Findings, Not Elsewhere Classified (R00–R99). 42. Injury, Poisoning, and Certain Other Consequences of External Causes (S00–T88). 43. External Causes of Morbidity (V00–Y99). 44. Factors Influencing Health Status and

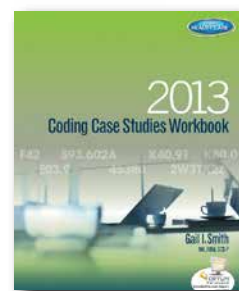
Contact with Health Services (Z00–Z99). SECTION V: PUTTING IT ALL TOGETHER. SECTION VI: EXAM QUESTIONS FOR CPT, CPT AND HCPCS, AND ICD-10-CM. Appendix—Selected Answers. Instructions for Submitting an Exam to Cengage for CEU Approval.

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

© 2014, 256pp, Paperback, 9781133703686

ebook



Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of

exercises applicable to all healthcare settings—physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special “Coding Insights” features provide further guidance to support the coding decision-making process.

CONTENTS

UNIT I: THE CODING PROCESS. 1. Code Sets. 2. Transition from ICD-9-CM to ICD-10-CM. 3. Official Resources. UNIT II: DIAGNOSTIC CODING. 4. ICD-9-CM. 5. ICD-10-CM. UNIT III: PROCEDURAL CODING. 6. ICD-9-CM Procedure Codes. 7. ICD-10-PCS. 8. CPT-4. 9. HCPCS Coding. UNIT IV:

EDITING CODES – Skill Set for Computer-Assisted Coding (CAC) 10. Overview of CAC. 11. Decision-Based Coding. 12. Validating Coding Accuracy.

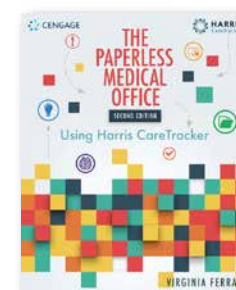
ELECTRONIC HEALTH RECORDS

THE PAPERLESS MEDICAL OFFICE, 2E

Using Harris CareTracker, Spiralbound Version
Harris CareTracker; Virginia Ferrari, M.H.A., Solano Community College

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ebook



Why lecture when you can empower? This reader-friendly text walks users through the Harris CareTracker system, a fully integrated, CCHIT® and ONC-ATCB certified Practice Management and Electronic Health Record (EHR) solution. Book

chapters offer the context students need to get started, with coverage in key areas such as patient demographics, registration, appointment scheduling, EMR clinical duties, billing, and collections while online access to the live electronic medical record system emerges students in essential features, functions, and workflows. Case studies elevate confidence with even more perspective, challenging students to work through common problems in health care environments, understand the rapidly growing field, and even become expert users of the system. Far more than a book, THE PAPERLESS MEDICAL OFFICE: USING HARRIS CARETRACKER transcends your classroom to launch careers.

CONTENTS

Part I: GET STARTED. 1. Introduction to the Paperless Medical Office. 2. Introduction to Harris CareTracker PM and EMR. Part II: ADMINISTRATIVE SKILLS. 3. Patient Demographics and Registration. 4. Appointment Scheduling. Part III: CLINICAL SKILLS. 5. Preliminary Duties in the EMR. 6. Patient Work-Up. 7. Completing the Visit. 8. Other Clinical Documentation. Part IV: BILLING SKILLS. 9. Billing. 10. Claims Manager and Collections. Part V: APPLY YOUR SKILLS. 11. Applied Learning for the Paperless Medical Office. Index. Glossary.

EQUIPMENT / SERVICES / SUPPLIES

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

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Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of

exercises applicable to all healthcare settings—physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special “Coding Insights” features provide further guidance to support the coding decision-making process.

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EXAM REVIEW

PROFESSIONAL REVIEW GUIDE FOR THE CCA EXAMINATION, 2017 EDITION

Patricia Schnering

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CONTENTS

Introduction. 1. Examination Study Strategies and Resources. 2. Coding Review. 3. Health Data Content and Standards. 4. Medical Science. 5. Classification Systems and Secondary Data Sources. 6. ICD-10-CM/PCS Coding. 7. CPT Coding. 8. Medical Billing and Reimbursement Systems. 9. CCA Mock Quiz. 10. CCA Mock Examination. Appendix A: Pharmacology. Appendix B: Laboratory Testing. Appendix C: ICD-10-CM and ICD-10-PCS Official Guidelines for Coding and Reporting.

PROFESSIONAL REVIEW GUIDE FOR THE CCA EXAMINATION, 2016 EDITION INCLUDES QUIZZING, 2 TERMS (12 MONTHS) PRINTED ACCESS CARD

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1. Examination Study Strategies and Resources. 2. Coding Review. 3. Health Data Content and Standards. 4. Medical Science. 5. Classification Systems and Secondary Data Sources. 6. ICD-10-CM Coding. 7. CPT Coding. 8. Medical Billing and Reimbursement Systems. 9. CCA Mock Quiz. 10. CCA Mock Examination. Appendix A: Pharmacology. Appendix B: Laboratory Testing. Appendix C: ICD-10-CM Official Coding Guidelines for Coding and Reporting. Evaluation Form.

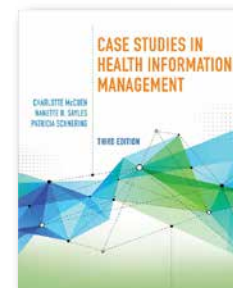
HEALTH INFORMATION MANAGEMENT ESSENTIALS

CASE STUDIES IN HEALTH INFORMATION MANAGEMENT, 3E

Patricia Schnering; Nanette B. Sayles, East Central College; Charlotte McCuen

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ebook



Get more out of your HIM course with CASE STUDIES IN HEALTH INFORMATION MANAGEMENT, 3rd Edition! More than a collection of fascinating case scenarios, this versatile worktext helps you apply theories from the classroom to practices in

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CONTENTS

1. Data Content, Structure, and Standards. 2. Information Protection: Access, Archival, Privacy, and Security. 3. Informatics, Analytics, and Data Use. 4. Revenue Management. 5. Compliance. 6. Leadership. 7. Healthcare Statistics and Research Methods.

COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4E

Ann Peden, University of Mississippi Medical Center

© 2017, 672pp, Paperback, 9781285871714

CENGAGE | MINDTAP ebook



Break into the exciting field of HIM with COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4e! Whether you see yourself working in a hospital, clinic, or office, this text can help you find the ideal career. Chapters explore a variety of settings, including hospitals, ambulatory clinics and

medical offices, veterinary practices, home health, long-term care, and correctional facilities, as well as emerging practice areas in professional consulting and cancer registry. Focused on the challenges of managing and protecting the flow of information across sites, this updated text introduces you to the health care system, then walks you through the many HIM roles available to you, infusing discussions with key terms, self-test questions, web links, and illustrations that add meaning to concepts. Features include realistic case studies to help you solve problems, while new "Professional Spotlight" vignettes give you an insider view of actual professionals in their HIM careers.

CONTENTS

Section I: THE HEALTH CARE SYSTEM. 1. Introduction to Health Care Systems. Section II: ACUTE, AMBULATORY, AND MANAGED CARE. 2. Hospital-Based Care. 3. Freestanding Ambulatory Care. 4. Managed Care. 5. Dialysis. 6. Correctional Facilities. Section III: BEHAVIORAL HEALTH CARE. 7. Mental Health: Long-Term and Acute Services. 8. Substance Abuse. 9. Facilities for Individuals with Intellectual Disabilities. Section IV: POST-ACUTE CARE. 10. Long-Term Care. 11. Rehabilitation. 12. Home Health Care. 13. Hospice. Section V: OTHER SPECIALIZED CARE SETTINGS. 14. Dental Care Settings. 15. Veterinary Settings. Section VI: OTHER HEALTH CARE RELATED SETTINGS. 16. Consulting. 17. Cancer Registry.

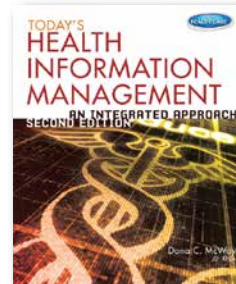
TODAY'S HEALTH INFORMATION MANAGEMENT, 2E

An Integrated Approach

Dana C. McWay, St. Louis University

© 2014, 640pp, Hardback, 9781133592471

ebook



As technology, legislation, and industry practices continue to evolve rapidly, the health information management profession has become increasingly dynamic, complex, and essential. TODAY'S HEALTH INFORMATION MANAGEMENT, Second

Edition, helps you prepare for success in this high-demand field by mastering both the fundamental principles and cutting-edge practices that define modern HIM. The Second Edition includes revised and updated content reflecting the latest trends, technology, and industry best practices, including new material on HIPAA, e-HIM, information systems, data quality, informatics, and current CAHIIM standards and RHIT/RHIA certification exam requirements. This trusted text includes everything you need to succeed in one of today's fastest-growing and most rewarding professions.

CONTENTS

Part I: INTRODUCTION TO HEALTH INFORMATION MANAGEMENT. 1. Health Care Delivery Systems. 2. The Health Information Management Profession. 3. Legal Issues. 4. Ethical Standards. Part II: CLINICAL DATA MANAGEMENT. 5. Health Care Data Content and Structures. 6. Nomenclatures and Classification Systems. 7. Quality Health Care Management. 8. Health Statistics. 9. Research. Part III: TECHNOLOGY. 10. Database Management. 11. Information Systems and Technology. 12. Informatics. Part IV: MANAGEMENT. 13. Management Organization. 14. Human Resource Management. 15. Financial Management. 16. Reimbursement Methodologies. Appendix A: Common HIM Abbreviations. Appendix B: Web

Resources. Appendix C: Sample HIPAA Notices of Privacy Practices. Appendix D: Selected Laws Affecting HIM. Appendix E: Selected HIPAA Regulations. Glossary. Index.

HIPAA

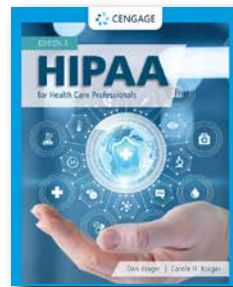
NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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CENGAGE | MINDTAP ebook



HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed examples, real-life scenarios, and thought-provoking

questions and discussions, the text walks readers through key areas of Titles I and II, including fundamentals, privacy, and security. Updates also show readers where and how HIPAA impacts health care through other laws, and dispels common HIPAA myths that can wreak havoc in the workplace. Designed for the modern student, HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, now offers a digital MindTap course to help busy students interact with material and as they read and learn in the classroom, at home, or on the go.

CONTENTS

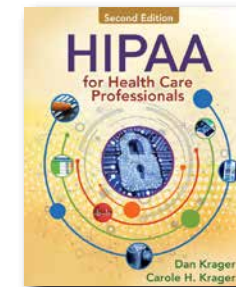
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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CENGAGE | MINDTAP ebook



HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, clearly explains the Health Insurance Portability and Accountability Act, including fundamentals, privacy, security, and common myths. This updated edition also shows you where and

how HIPAA affects health care and insurance through modifications to other related laws. Offered in an easy-to-follow format, the text includes examples, real-life scenarios, and optional interactive features to help you better understand important concepts, test that understanding, and prepare you for a rewarding career in health care.

CONTENTS

1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HOSPITAL-BASED BILLING

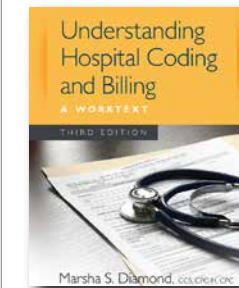
UNDERSTANDING HOSPITAL CODING AND BILLING, 3E

A Worktext

Marsha S. Diamond, CPC, CPC-H

© 2016, 560pp, Spiral, 9781305256705

ebook



Packed with real-world applications, UNDERSTANDING HOSPITAL CODING AND BILLING: A WORKTEXT, 3e offers a comprehensive guide to both hospital billing and coding that helps students learn to create results with greater

specificity, and accuracy. Enabling instructors to easily adapt to the postponement of ICD-10-CM and ICD-10-PCS, the new edition provides instruction on the current ICD-9-CM concepts as well as prepares students for ICD-10. With its application approach to learning, the worktext provides practice exercises, case studies and opportunities for students to practice coding by abstracting codes from realistic patient records. Features more than 30 case studies with patient record activities for practicing completing the UB-04 billing form.

CONTENTS

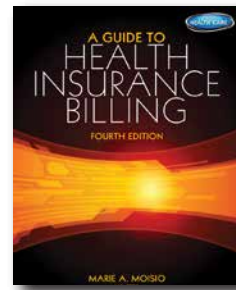
SECTION I. 1. The Flow of the Hospital Organization. 2. Hospital Coding Overview. 3. Hospital Billing Overview. 4. UB-04 Overview. SECTION II: INPATIENT CODING AND BILLING. 5. Inpatient Coding. 6. Inpatient Billing. 7. Outpatient Coding. 8. Outpatient Billing. Appendix I: Revenue Codes. Appendix II: UB-04 Claim Form Completion. Appendix III: Inpatient Case Scenarios. Appendix IV: Outpatient Case Scenarios.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

Marie A. Moisis, MA, RHIA, Northern Michigan University (Emerita)

© 2014, 640pp, Paperback, 9781285193595

ebook



Prepare for career success with this trusted introduction to the world of health insurance billing and the dynamic, growing field of health information management. A GUIDE TO HEALTH INSURANCE BILLING, Fourth Edition, provides a thorough, practical

overview of key principles and current practices, from patient registration to claims submission. Now updated to reflect the latest trends, technology, terminology, legal and regulatory guidelines, and coding systems—including ICD-10—the new edition also features a dynamic full-color layout. The text also includes abundant exercises, examples, case studies, and activities focused on real-world applications, including step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and government insurance programs. An access code for SimClaim interactive online billing software is also provided; this program puts your skills to the test with case studies that require form completion.

CONTENTS

1. The Insurance Billing Specialist. 2. Legal Aspects of Insurance Billing. 3. Introduction to Health Insurance. 4. International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM/PCS). 5. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). 6. Current Procedural Terminology (CPT) and Healthcare Common Procedure. 7. Developing An Insurance Claim. 8. Common CMS-1500 Completion Guidelines: Private/Commercial

Insurance. 9. Electronic Claims Submission. 10. UP-04 (CMS-1450) Completion Guidelines. 11. Blue Cross/Blue Shield. 12. Medicare. 13. Medicaid. 14. TRICARE and CHAMPVA. 15. Workers Compensation. Appendix A: Superiorland Clinic Practice Manual. Appendix B: Assignments: Case Study 2-1 Through Case Study 2-10. Appendix C: Abbreviations. References. Glossary. Index.

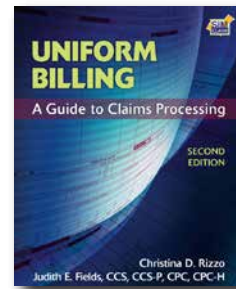
UNIFORM BILLING, 2E

A Guide to Claims Processing

Christina D. Rizzo; Judith Fields, Southeast Kentucky Community & Technical College

© 2013, 400pp, Spiral, 9781435493186

ebook



UNIFORM BILLING: A GUIDE TO CLAIMS PROCESSING, 2e is your essential resource for learning in-patient and out-patient processing techniques. Whether used in an acute, subacute, long term care, specialty, or clinic facility, this learning

tool shows you how to use UB-04 in any scenario. Its exercise-based format emphasizes practical application to help you efficiently absorb the material. Plus, the included access code for the SimClaim software allows you to practice completing claim forms electronically.

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Section I: The Acute Care Facility. 1. Services Rendered in the Hospital Setting. 2. The Internal Network of a Hospital. Section II: Working with Form Locators. 3. Introduction to the UB-04: Form Locators 1-31. 4. UB-04: Form Locators 31-41. 5. UB-04: Form Locators 42-49. 6. UB-04: Form Locators 49-80. 7. Exploring Covered Services and Rates. 8. Coding and Reimbursement Systems. 9. Fraud, Abuse, HIPAA, and Patient's Rights. Appendices.

HOSPITAL-BASED CODING

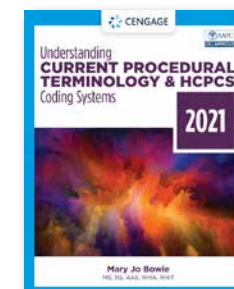
NEW EDITION

UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 2021, 8E

Mary Jo Bowie

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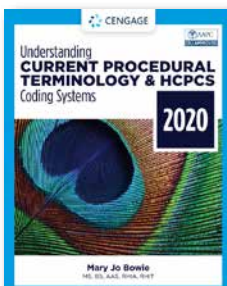
NEW EDITION

UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS - 2020, 7E

Mary Jo Bowie

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Master today's most current 2020 CPT® and HCPCS diagnostic and procedural coding as well as the other precise guidelines established by federal agencies, Medicare and the American Medical Association (AMA) with the most trusted source

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17. Nervous System.
18. Eye and Ocular Adnexa.
19. Auditory System and

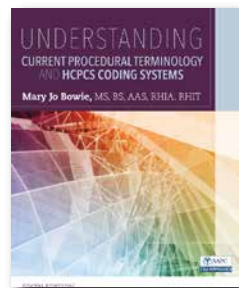
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UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 6E

Mary Jo Bowie

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Choose the most trusted source available to help you master current CPT®-4 diagnostic and procedural coding as well as the other precise guidelines established by federal agencies, Medicare, and the American Medical Association. Bowie's

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2. Modifiers.
3. Evaluation and Management.
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- Appendix I: Billing Forms (CMS-1500 and Ub-04).
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- Appendix III: Abdominopelvic Divisions.
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- Glossary.
- Index.

UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 3E

A Worktext, Spiral bound Version (with Cengage EncoderPro.com Demo Printed Access Card)

Mary Jo Bowie

© 2017, 624pp, Spiral, 9781305265257

CENGAGE | MINDTAP **ebook**



Completely updated to the 2016 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 3E delivers a comprehensive presentation of the ICD-10-

CM and ICD-10-PCS diagnostic and procedural coding system.

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1. Introduction to Coding and Coding Professions.
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5. Diagnostic Coding Guidelines.
6. Infectious and Parasitic Diseases.
7. Neoplasms.
8. Diseases of the Blood and Blood-Forming Organs.
9. Endocrine, Nutritional, and Metabolic Diseases.
10. Mental and Behavioral Disorders.
11. Diseases of the Nervous System.
12. Disorders of the Eye and Adnexa.
13. Diseases of the Ear and Mastoid Process.
14. Diseases of the Circulatory System.
15. Diseases of the Respiratory System.
16. Diseases of the Digestive System.
17. Diseases of the Skin and Subcutaneous Tissue.
18. Diseases of the Musculoskeletal System and Connective Tissues.
19. Diseases of the Genitourinary System.
20. Pregnancy, Childbirth, and the Puerperium.
21. Certain Conditions Originating in the Perinatal Period.
22. Congenital Malformations, Deformations, and Chromosomal.
23. Symptoms, Signs, and Abnormal Clinical Laboratory Findings.
24. Injury, Poisoning, and Certain Other Consequences of External Causes.
25. External Causes of Morbidity.
26. Factors Influencing Health Status and Contact

with Health Services. 27. Introduction to ICD-10-PCS. 28. Medical and Surgical Section. 29. Obstetrics Section. 30. Placement Section. 31. Administration Section. 32. Measurement and Monitoring Section. 33. Extracorporeal Assistance and Performance. 34. Osteopathic, Chiropractic, and Other Procedure Sections. 35. Imaging, Nuclear Medicine, and Radiation Oncology. 36. Physical Rehabilitation and Diagnostic Audiology Section. 37. Mental Health and Substance Abuse Treatment. 38. New Technology Section.

3-2-1 CODE IT! (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD), 5E

Michelle A. Green

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MindTap with a complete digital interactive learning experience, and EncoderPro.com software to help readers master the most current coding skills needed for success today.

CONTENTS

1. Overview of Coding. 2A. Introduction to ICD-9-CM Coding. 2B. Introduction to ICD-10-CM and ICD-10-PCS Coding. 3A. ICD-9-CM Coding Conventions. 3B. ICD-10-CM and ICD-10-PCS Coding Conventions. 4A. ICD-9-CM Coding Guidelines. 4B. ICD-10-CM and ICD-10-PCS Coding Guidelines. 5A. ICD-9-CM Hospital Inpatient Coding. 5B. ICD-10-CM and ICD-10-PCS Hospital Inpatient Coding. 6A. ICD-9-CM Physician Office and Outpatient Coding. 6B. ICD-10-CM Physician Office and Outpatient Coding. 7. HCPCS Level II National Coding. 8. Introduction to CPT Coding. 9. CPT Evaluation and Management. 10. CPT Anesthesia 11. CPT Surgery I. 12. CPT Surgery II. 13. CPT Surgery III. 14. CPT Surgery IV. 15.

CPT Surgery V. 16. CPT Radiology. 17. CPT Pathology and Laboratory. 18. CPT Medicine. 19. Insurance and Reimbursement. Appendix I. E/M CodeBuilder. Appendix II. Coding Practice Using www.EncoderPro.com. Bibliography. Glossary. Index. Quick Notes: Inpatient ICD-9-CM, ICD-10-CM and ICD-10-PCS Coding; Outpatient ICD-9-CM and ICD-10-CM Coding; CPT Coding.

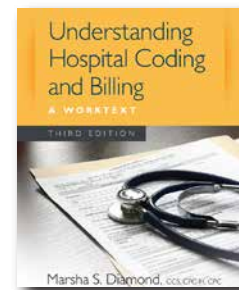
UNDERSTANDING HOSPITAL CODING AND BILLING, 3E

A Worktext

Marsha S. Diamond, CPC, CPC-H

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ebook



Packed with real-world applications, UNDERSTANDING HOSPITAL CODING AND BILLING: A WORKTEXT, 3e offers a comprehensive guide to both hospital billing and coding that helps students learn to create results with greater

specificity, and accuracy. Enabling instructors to easily adapt to the postponement of ICD-10-CM and ICD-10-PCS, the new edition provides instruction on the current ICD-9-CM concepts as well as prepares students for ICD-10. With its application approach to learning, the worktext provides practice exercises, case studies and opportunities for students to practice coding by abstracting codes from realistic patient records. Features more than 30 case studies with patient record activities for practicing completing the UB-04 billing form.

CONTENTS

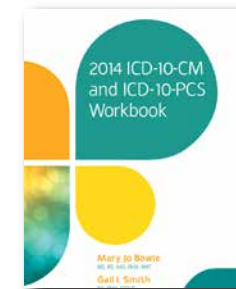
SECTION I. 1. The Flow of the Hospital Organization. 2. Hospital Coding Overview. 3. Hospital Billing Overview. 4. UB-04 Overview. SECTION II: INPATIENT CODING AND BILLING. 5. Inpatient Coding. 6. Inpatient Billing. 7. Outpatient Coding. 8. Outpatient Billing. Appendix I: Revenue Codes. Appendix II: UB-04 Claim Form Completion. Appendix III: Inpatient Case Scenarios. Appendix IV: Outpatient Case Scenarios.

2014 ICD-10-CM AND ICD-10-PCS WORKBOOK

Mary Jo Bowie; Gail Smith, University of Cincinnati

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ebook



Fully updated with new codes and standards, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK is the ideal learning aid for students and professionals. From chapter discussions and code lists to practice problems and illustrations, this workbook delivers the

information and practice you need to work competently with medical coding and conventions, procedure coding, and health insurance claims, while managing the October 2014 transition from ICD-9 to ICD-10 standards. The authors bring decades of experience to this practical workbook in the form of case studies and examples, hands-on exercises and activities, anatomical illustrations, and guiding principles, all designed to correlate with current ICD-10-CM and ICD-10-PCS standards. An indispensable tool for the classroom or independent study, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK provides the facts and skills needed for success.

CONTENTS

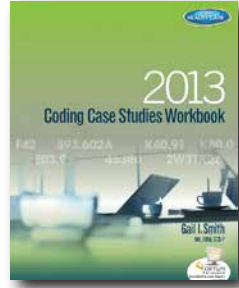
1. Infections and Parasitic Diseases. 2. Neoplasms. 3. Diseases of Blood and Blood-Forming Organs. 4. Endocrine, Nutritional, and Metabolic Diseases. 5. Mental and Behavioral Disorders. 6. Diseases of the Nervous System (Eyes and Ears). 7. Diseases of the Circulatory System. 8. Diseases of the Respiratory System. 9. Diseases of the Digestive System. 10. Diseases of the Skin and Subcutaneous Tissue. 11. Diseases of the Musculoskeletal System and Connective Tissue. 12. Diseases of the Genitourinary System. 13. Pregnancy, Childbirth, and the Puerperium. 14. Newborn/Congenital Disorders. 15. Symptoms, Signs, and Abnormal Clinical and Laboratory Findings. 16. Injury, Poisoning, and Certain Other Consequences of External Causes. 17. External Causes of Morbidity. 18. Factors Influencing Health Status. 19. Transition from ICD-9-CM to ICD-10-CM. 20. Coding with ICD-10-PCS. 21. Application of Coding Guidelines. 22. Coding Case Studies. 23. Decision-Based Coding.

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

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ebook



Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of

exercises applicable to all healthcare settings--physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special "Coding Insights" features provide further guidance to support the coding decision-making process.

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UNIT I: THE CODING PROCESS. 1. Code Sets. 2. Transition from ICD-9-CM to ICD-10-CM. 3. Official Resources. UNIT II: DIAGNOSTIC CODING. 4. ICD-9-CM. 5. ICD-10-CM. UNIT III: PROCEDURAL CODING. 6. ICD-9-CM Procedure Codes. 7. ICD-10-PCS. 8. CPT-4. 9. HCPCS Coding. UNIT IV: EDITING CODES – Skill Set for Computer-Assisted Coding (CAC) 10. Overview of CAC. 11. Decision-Based Coding. 12. Validating Coding Accuracy.

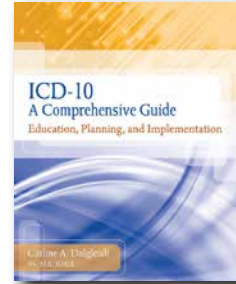
ICD-10: A COMPREHENSIVE GUIDE

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Carline Dalgleish

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ICD-10: A COMPREHENSIVE GUIDE fully prepares current and future medical coders for the transition to ICD-10-CM and PCS coding systems that will go into effect on October 1, 2013. This comprehensive guide covers both ICD-10-CM and

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1. ICD-10 History, Preview & Impacts. 2. HIPAA, ARRA/HITECH, 5010 Transactions & Code Sets. 3. General Equivalency Mapping (GEMS) /MS-DRG Conversion ICD-9 to ICD-10. 4. ICD-10-CM Layout, Conventions and General Guidelines. 5. The Diagnostic Coding Process using ICD-10-CM. 6. ICD-10-CM: Coding by Body System, Chapters 1-4. 7. ICD-10-CM: Coding by Body System, Chapters 6-9. 8. ICD-10-CM: Coding by Body System, Chapters 10-14. 9. ICD-10-CM: Coding by Body System, Chapters 15-17. 10. ICD-10-CM: Coding by Body System, Chapters 18-21. 11. ICD-10-PCS: Introduction. 12. ICD-10-PCS: Root Operations in the Medical & Surgical Section. 13. ICD-10-PCS: Coding for the Medical & Surgical Section. 14. ICD-10-PCS: Obstetrics Section. 15. ICD-10-PCS: Placement, Measurement and Monitoring Sections. 16. ICD-10-PCS: Extracorporeal Sections. 17. ICD-10-PCS: Osteopathic, Chiropractic and Other

Procedures Sections. 18. ICD-10-PCS: Nuclear Medicine, Radiation Oncology Sections. 19. ICD-10-PCS: Rehabilitation, Mental Health & Substance Abuse Sections. 20. Implementation Strategy, Assessment & Planning. Appendices. A: CMS ICD-10 Fact Sheets. B: ICD-10-CM Guidelines. C: ICD-10-PCS Guidelines. D: ICD-9 to ICD-10 General Equivalency Mapping (GEMS) and Instructions. E: ICD-10 ASC X12 Transaction Conversion Maps (4010A to 5010). F: Section, Body Part, Approach, and Root Operation Definition Tables from ICD-10-PCS.

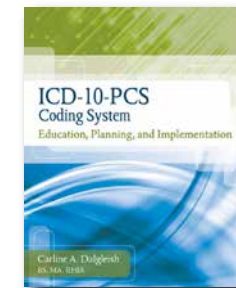
ICD-10-PCS CODING SYSTEM

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LEGAL & ETHICS

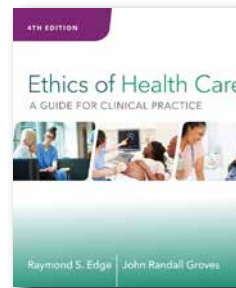
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired),
Maryville University – Saint Louis; John Randall Groves, Ferris
State University

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Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text teaches you the language of the legal system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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1. Introduction: Obligations of a Professional. 2. Human Value Development and the System of Public Law. 3. Decision Making in Value Issues and Private Law. 4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse. 5. Confidentiality and the Management of Health Care Information. 6. Justice and the Allocation of Scarce Resources. 7. Role Fidelity. 8. Reproductive Issues. 9. Decisions at the End of Life. 10. Health Care Ethics and the Near Future.

MATHEMATICS

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PHYSICIAN-BASED BILLING

NEW EDITION

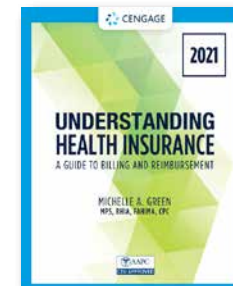
UNDERSTANDING HEALTH INSURANCE, 16E

A Guide to Billing and Reimbursement - 2021 Edition

Michelle A. Green

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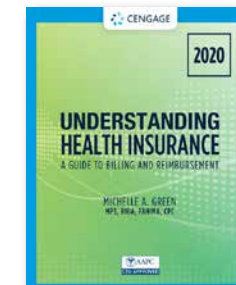
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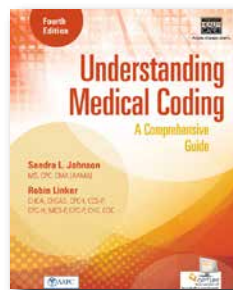
UNDERSTANDING MEDICAL CODING, 4E

A Comprehensive Guide

Sandra L. Johnson, Indiana University Southeast, New Albany, Indiana; Robin Linker, Robin Linker & Associates, Inc.

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ensure that you are well prepared to succeed in a medical coding position in a variety of today's professional settings.

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MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

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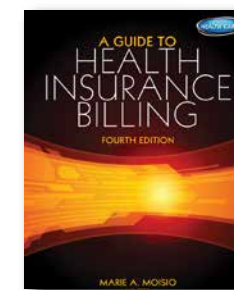
1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The 'Heart?' of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

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Marie A. Moisis, MA, RHIA, Northern Michigan University (Emerita)

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1. The Insurance Billing Specialist. 2. Legal Aspects of Insurance Billing. 3. Introduction to Health Insurance. 4. International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM/PCS). 5. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). 6. Current Procedural Terminology (CPT) and Healthcare Common Procedure. 7. Developing An Insurance Claim. 8. Common CMS-

1500 Completion Guidelines: Private/Commercial Insurance. 9. Electronic Claims Submission. 10. UP-04 (CMS-1450) Completion Guidelines. 11. Blue Cross/Blue Shield. 12. Medicare. 13. Medicaid. 14. TRICARE and CHAMPVA. 15. Workers Compensation. Appendix A: Superiorland Clinic Practice Manual. Appendix B: Assignments: Case Study 2-1 Through Case Study 2-10. Appendix C: Abbreviations. References. Glossary. Index.

PHYSICIAN-BASED CODING

NEW EDITION

3-2-1 CODE IT! 2021, 9E

Michelle A. Green

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Master the skills needed for medical coding today with Green's best-selling 3-2-1 CODE IT!, 2021 EDITION. Updated yearly to reflect the most recent changes, this easy-to-use medical coding guide is written specifically for beginning coders. Updates address the latest

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1. Overview of Coding. 2. Introduction to ICD-10-CM and ICD-10-PCS Coding. 3. ICD-10-CM and ICD-10-PCS Coding Conventions. 4. ICD-10-CM Chapter-Specific Coding Guidelines: ICD-10-CM Chapters 1–10. 5. ICD-10-CM Chapter-Specific Coding Guidelines: ICD-10-CM Chapters 11–22. 6. ICD-10-CM and ICD-10-PCS Hospital Inpatient Coding. 7. ICD-10-CM Physician Office and Outpatient Coding. 8. HCPCS Level II Coding. 9. Introduction to CPT Coding. 10. CPT Evaluation and Management. 11. CPT Anesthesia. 12. CPT Surgery I. 13. CPT Surgery II. 14. CPT Surgery III. 15. CPT Surgery IV. 16. CPT Surgery V. 17. CPT Radiology. 18. CPT Pathology and Laboratory. 19. CPT Medicine. 20. Insurance and Reimbursement. Bibliography. Glossary. Index.

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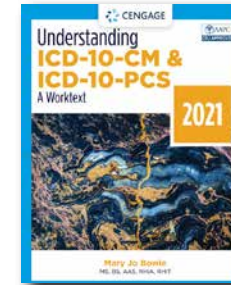
UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 6E

A Worktext, 2021

Mary Jo Bowie

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the Eye and Adnexa. 13. Diseases of the Ear and Mastoid Process. 14. Diseases of the Circulatory System. 15. Diseases of the Respiratory System. 16. Diseases of the Digestive System. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissue. 19. Diseases of the Genitourinary System. 20. Pregnancy, Childbirth, and the Puerperium. 21. Certain Conditions Originating in the Perinatal Period. 22. Congenital Malformations, Deformations, and Chromosomal Abnormalities. 23. Symptoms, Signs, and Abnormal Clinical Laboratory Findings. 24. Injury, Poisoning, and Certain Other Consequences of External Causes. 25. External Causes of Morbidity. 26. Factors Influencing Health Status and Contact with Health Services and Coding of COVID and Vaping. 27. Introduction to ICD-10-PCS. 28. Medical and Surgical Section. 29. Obstetrics Section. 30. Placement Section. 31. Administration Section. 32. Measurement and Monitoring Section. 33. Extracorporeal Assistance and Performance and Extracorporeal Therapies Sections. 34. Osteopathic, Other Procedures, and Chiropractic Sections. 35. Imaging, Nuclear Medicine, and Radiation Oncology Sections. 36. Physical Rehabilitation and Diagnostic Audiology Section. 37. Mental Health and Substance Abuse Treatment. 38. New Technology Section.

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3-2-1 CODE IT! 2020, 8E

Michelle A. Green

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CENGAGE | MINDTAP **ebook**



Learn the keys to successful medical coding with Green's best-selling 3-2-1 CODE IT!, 2020 EDITION. Today's most complete, easy-to-use medical coding guide is written specifically for beginning coders with the latest updates for ICD-10-CM, ICD-10-PCS and CPT®

as well as HCPCS Level II coding sets, conventions, and guidelines. Focused examples, understandable language, and clearly defined terms help you master concepts, while extensive exercises and computer-assisted coding cases let you practice and prepare to earn professional coding credentials. This well-organized, intuitive approach begins with diagnosis coding before progressing to more in-depth instruction on coding procedures and services. Clear coverage introduces both ICD-10 code sets with separate, thorough chapters on inpatient and outpatient coding and separate coverage of general and specific guidelines. HCPCS level II and CPT® coding are also covered in separate chapters. In addition, MindTap digital resources further reinforce coding skills for career success.

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3. ICD-10-CM and ICD-10-PCS Coding Conventions.
4. ICD-10-CM Chapter-Specific Coding Guidelines: ICD-10-CM Chapters 1–10.
5. ICD-10-CM Chapter-Specific Coding Guidelines: ICD-10-CM Chapters 11–21.
6. ICD-10-CM and ICD-10-PCS Hospital Inpatient Coding.
7. ICD-10-CM Physician Office and Outpatient Coding.
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19. CPT Medicine.
20. Insurance and Reimbursement.
- Appendix I. E/M CodeBuilder.
- Bibliography.
- Glossary.
- Index.

NEW EDITION

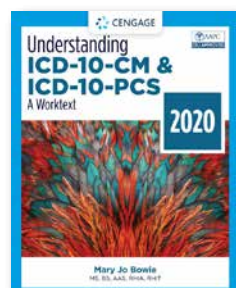
UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 5E

A Worktext - 2020

Mary Jo Bowie

© 2021, 768pp, Paperback, 9780357378564

CENGAGE | MINDTAP **ebook**



Master the latest 2020 ICD-10-CM and ICD-10-PCS coding guidelines and new 2020 ICD-10 codes with Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 2020 EDITION. This unique, hands-on worktext is updated every year to

provide the latest comprehensive coverage of today's ICD-10-CM and ICD-10-PCS diagnostic and procedural coding system. This edition's detail, yet easy-to-follow approach is packed with proven learning features and helpful tools to reinforce understanding. You immediately apply what you've learned with numerous professionally focused exercises, actual coding assignments and real case studies. Vivid color illustrations and the latest digital links to medical research websites demonstrate how a thorough knowledge of anatomy and disease processes can increase coding accuracy. Use this trusted resource to prepare for various certification exams as well as diagnostic and procedural coding success in today's medical environment.

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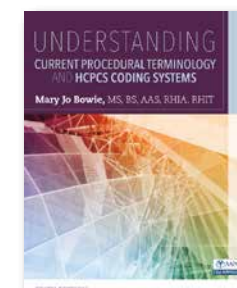
1. Introduction to Coding and Coding Professions.
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35. Imaging, Nuclear Medicine, and Radiation Oncology Sections.
36. Physical Rehabilitation and Diagnostic Audiology Section.
37. Mental Health and Substance Abuse Treatment.
38. New Technology Section.

UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 6E

Mary Jo Bowie

© 2019, 512pp, Paperback, 9781337397513

CENGAGE | MINDTAP **ebook**



Choose the most trusted source available to help you master current CPT®-4 diagnostic and procedural coding as well as the other precise guidelines established by federal agencies, Medicare, and the American Medical Association. Bowie's

UNDERSTANDING CURRENT PROCEDURAL TERMINOLOGY AND HCPCS CODING SYSTEMS, 6E incorporates carefully illustrated procedures, new case studies, practical coding assignments, and interesting examples to help you perfect your procedural coding skills for all medical specialties and prepare for today's certification exams. Use this edition on its own or as the ideal companion for CPT® and HCPCS Level II manuals. This edition's extensive hands-on practice and new online study tools help you further prepare for procedural coding success.

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1. Introduction to Current Procedural Terminology.
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- Appendix I: Billing Forms (CMS-1500 and Ub-

04). Appendix II: Surgical Positions. Appendix III: Abdominopelvic Divisions. Appendix IV: 1997 Documentation Guidelines for Evaluation and Management Services. Glossary. Index.

UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 3E

A Worktext, Spiral bound Version (with Cengage EncoderPro.com Demo Printed Access Card)

Mary Jo Bowie

© 2017, 624pp, Spiral, 9781305265257

CENGAGE | MINDTAP ebook



Completely updated to the 2016 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 3E delivers a comprehensive presentation of the ICD-10-

CM and ICD-10-PCS diagnostic and procedural coding system.

CONTENTS

1. Introduction to Coding and Coding Professions. 2. An Overview of ICD-10-CM. 3. ICD-10-CM Coding Conventions. 4. Steps in Diagnostic Code Selection. 5. Diagnostic Coding Guidelines. 6. Infectious and Parasitic Diseases. 7. Neoplasms. 8. Diseases of the Blood and Blood-Forming Organs. 9. Endocrine, Nutritional, and Metabolic Diseases. 10. Mental and Behavioral Disorders. 11. Diseases of the Nervous System. 12. Disorders of the Eye and Adnexa. 13. Diseases of the Ear and Mastoid Process. 14. Diseases of the Circulatory System. 15. Diseases of the Respiratory System. 16. Diseases of the Digestive System. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissues. 19. Diseases of the Genitourinary System. 20. Pregnancy, Childbirth, and the Puerperium. 21.

Certain Conditions Originating in the Perinatal Period. 22. Congenital Malformations, Deformations, and Chromosomal. 23. Symptoms, Signs, and Abnormal Clinical Laboratory Findings. 24. Injury, Poisoning, and Certain Other Consequences of External Causes. 25. External Causes of Morbidity. 26. Factors Influencing Health Status and Contact with Health Services. 27. Introduction to ICD-10-PCS. 28. Medical and Surgical Section. 29. Obstetrics Section. 30. Placement Section. 31. Administration Section. 32. Measurement and Monitoring Section. 33. Extracorporeal Assistance and Performance. 34. Osteopathic, Chiropractic, and Other Procedure Sections. 35. Imaging, Nuclear Medicine, and Radiation Oncology. 36. Physical Rehabilitation and Diagnostic Audiology Section. 37. Mental Health and Substance Abuse Treatment. 38. New Technology Section.

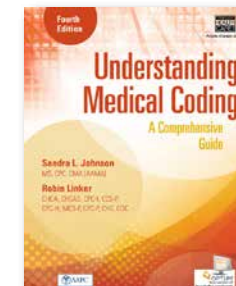
UNDERSTANDING MEDICAL CODING, 4E

A Comprehensive Guide

Sandra L. Johnson, *Indiana University Southeast, New Albany, Indiana*; Robin Linker, *Robin Linker & Associates, Inc.*

© 2017, 704pp, Paperback, 9781305666122

CENGAGE | MINDTAP ebook



Learn everything you need to know about medical coding with the practical and easy to understand UNDERSTANDING MEDICAL CODING: A COMPREHENSIVE GUIDE, 4E. Using clear, step-by-step instructions, you learn how to code a claim correctly and

link the correct CPT and ICD-10-CM codes for reimbursement. You gain an understanding of adjustments, how and when to bill patients, and what to do in case of a denial or rejection. Thoroughly updated coverage introduces the industry's new standard: ICD-10-CM. This edition also details CPT coding and modifiers with more code-specific information and a concentration on specialty coding and levels of coding. Case studies, practice exercises, tips, examples, charts, and photos help improve your performance and ensure that you are well prepared to succeed in a medical coding position in a variety of today's professional settings.

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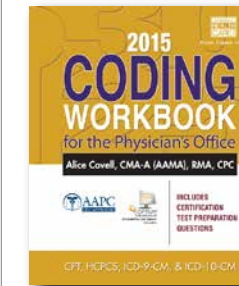
Preface. 1. Introduction to Coding. 2. ICD-10-CM. 3. HCPCS Level II. 4. Current Procedural Terminology (CPT) Basics. 5. Evaluation and Management. 6. Anesthesia and General Surgery. 7. Integumentary System. 8. Orthopedics. 9. Cardiology and the Cardiovascular System. 10. OB/GYN. 11. Radiology, Pathology, and Laboratory. 12. Medicine. 13. Modifiers: A Practical Understanding. 14. Billing and Collections. 15. Filing the Claim Form. 16. Payment for Professional Health Care Services, Auditing, and Appeals. Glossary. Index.

2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD)

Alice Covell

© 2016, 176pp, Paperback, 9781305259133

ebook



Succinct, accurate, and flexible, 2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE is the ideal coding practice tool. Whether you are preparing for a certification exam, the approaching transition to ICD-10-CM, or improving your medical

coding abilities, this workbook will help you achieve your goal. Designed to quickly boost coding proficiency, 2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE presents you with certification-style questions, challenging critical-thinking scenarios, and a variety of exercises to keep your skills sharp. Includes CEUs from the AAPC, and a 59-day trial of Optum's EncoderPro.com—Expert, an easy-to-use code look-up tool that gives you a professional edge.

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SECTION I: INTRODUCTION TO CODING. 1. Coding and Medical Insurance Policies. 2. Conquering Coding. 3. Coding Ground Rules. SECTION II: CURRENT PROCEDURAL TERMINOLOGY (CPT). 4. Evaluation and Management Services. 5. General Surgery Rules. 6. Integumentary System. 7. Musculoskeletal System. 8. Respiratory System. 9. Cardiovascular System. 10. Hemic and Lymphatic Systems—Mediastinum and Diaphragm. 11. Digestive System. 12. Urinary System. 13. Male Genital System, including Intersex Surgery. 14. Female Genital System and Maternity. 15. Endocrine and Nervous Systems. 16. Eye and Ocular Adnexa. 17. Auditory System. 18. Radiology. 19. Pathology and Laboratory. 20. Medicine. SECTION III: HCPCS

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3-2-1 CODE IT! (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD), 5E

Michelle A. Green

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MindTap with a complete digital interactive learning experience, and EncoderPro.com software to help readers master the most current coding skills needed for success today.

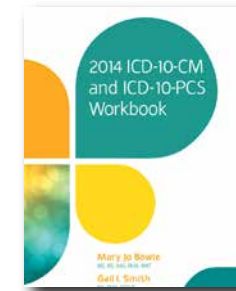
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1. Overview of Coding. 2A. Introduction to ICD-9-CM Coding. 2B. Introduction to ICD-10-CM and ICD-10-PCS Coding. 3A. ICD-9-CM Coding Conventions. 3B. ICD-10-CM and ICD-10-PCS Coding Conventions. 4A. ICD-9-CM Coding Guidelines. 4B. ICD-10-CM and ICD-10-PCS Coding Guidelines. 5A. ICD-9-CM Hospital Inpatient Coding. 5B. ICD-10-CM and ICD-10-PCS Hospital Inpatient Coding. 6A. ICD-9-CM Physician Office and Outpatient Coding. 6B. ICD-10-CM Physician Office and Outpatient Coding. 7. HCPCS Level II National Coding. 8. Introduction to CPT Coding. 9. CPT Evaluation and Management. 10. CPT Anesthesia. 11. CPT Surgery I. 12. CPT Surgery II. 13. CPT Surgery III. 14. CPT Surgery IV. 15. CPT Surgery V. 16. CPT Radiology. 17. CPT Pathology and Laboratory. 18. CPT Medicine. 19. Insurance and Reimbursement. Appendix I. E/M CodeBuilder. Appendix II. Coding Practice Using www.EncoderPro.com. Bibliography. Glossary. Index. Quick Notes: Inpatient ICD-9-CM, ICD-10-CM and ICD-10-PCS Coding; Outpatient ICD-9-CM and ICD-10-CM Coding; CPT Coding.

2014 ICD-10-CM AND ICD-10-PCS WORKBOOK

Mary Jo Bowie; Gail Smith, University of Cincinnati

© 2015, 192pp, Paperback, 9781285433721



Fully updated with new codes and standards, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK is the ideal learning aid for students and professionals. From chapter discussions and code lists to practice problems and illustrations, this workbook delivers the

information and practice you need to work competently with medical coding and conventions, procedure coding, and health insurance claims, while managing the October 2014 transition from ICD-9 to ICD-10 standards. The authors bring decades of experience to this practical workbook in the form of case studies and examples, hands-on exercises and activities, anatomical illustrations, and guiding principles, all designed to correlate with current ICD-10-CM and ICD-10-PCS standards. An indispensable tool for the classroom or independent study, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK provides the facts and skills needed for success.

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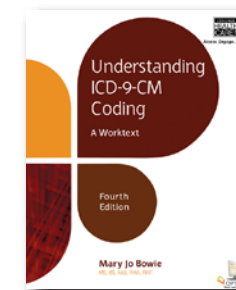
Poisoning, and Certain Other Consequences of External Causes. 17. External Causes of Morbidity. 18. Factors Influencing Health Status. 19. Transition from ICD-9-CM to ICD-10-CM. 20. Coding with ICD-10-PCS. 21. Application of Coding Guidelines. 22. Coding Case Studies. 23. Decision-Based Coding.

UNDERSTANDING ICD-9-CM CODING, 4E

A Worktext

Mary Jo Bowie; Regina M. Schaffer

© 2015, 800pp, Spiral, 9781305502581



Gain confidence in ICD-9-CM diagnostic and procedure coding across medical specialties with this comprehensive, hands-on worktext. UNDERSTANDING ICD-9-CM CODING: A WORKTEXT, 4th Edition has been fully updated to

the latest code sets and guidelines for coding and reporting, with plenty of practice exercises, case studies, and full-color illustrations of anatomy and procedures to help you master ICD-9-CM coding. Includes a chapter on the coming transition to ICD-10-CM and ICD-10-PCS.

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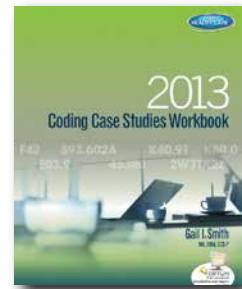
Organs. 12. Diseases of the Circulatory System. 13. Diseases of the Respiratory System. 14. Diseases of the Digestive System. 15. Diseases of the Genitourinary System. 16. Complications of Pregnancy, Childbirth, and Puerperium. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissue. 19. Congenital Anomalies. 20. Certain Conditions Originating in the Perinatal Period. 21. Symptoms, Signs, and Ill-Defined Conditions. 22. Injury and Poisoning. 23. V Codes-Supplementary Classification of Factors Influencing Health Status and Contact with Health Services. 24. E Codes-Supplementary Classification of External Causes of Injury and Poisoning. SECTION III: ICD-9-CM PROCEDURAL CODING. 25. Introduction to ICD-9-CM Coding. 26. Operations in the Nervous System. 27. Operations on the Endocrine System. 28. Operations on the Eye. 29. Operations on the Ear. 30. Operations on the Nose, Mouth, and Pharynx. 31. Operations on the Respiratory System. 32. Operations on the Cardiovascular System. 33. Operations on the Hemic and Lymphatic System. 34. Operations on the Digestive System. 35. Operations on the Urinary System. 36. Operations on the Male Genital Organs. 37. Operations on the Female Genital Organs. 38. Operations and Obstetrical Procedures. 39. Operations on the Musculoskeletal System. 40. Operations on the Integumentary System. 41. Miscellaneous Procedures and Interventions. 42. ICD-10-CM and ICD-10-PCS. Appendix A: ICD-9-CM Official Coding Guidelines for Coding and reporting. Appendix B: Anatomical Diagrams. Appendix C: Partial Answer Key to Textbook Exercises. Appendix D: Exercises for EncoderPro.

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

© 2014, 256pp, Paperback, 9781133703686

ebook



Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of

exercises applicable to all healthcare settings--physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special "Coding Insights" features provide further guidance to support the coding decision-making process.

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UNIT I: THE CODING PROCESS. 1. Code Sets. 2. Transition from ICD-9-CM to ICD-10-CM. 3. Official Resources. UNIT II: DIAGNOSTIC CODING. 4. ICD-9-CM. 5. ICD-10-CM. UNIT III: PROCEDURAL CODING. 6. ICD-9-CM Procedure Codes. 7. ICD-10-PCS. 8. CPT-4. 9. HCPCS Coding. UNIT IV: EDITING CODES – Skill Set for Computer-Assisted Coding (CAC) 10. Overview of CAC. 11. Decision-Based Coding. 12. Validating Coding Accuracy.

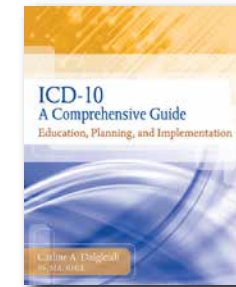
ICD-10: A COMPREHENSIVE GUIDE

Education, Planning and Implementation with Premium Website Printed Access Card and Cengage EncoderPro.com Demo Printed Access Card

Carline Dalgleish

© 2013, 950pp, Paperback, 9781439057414

ebook



ICD-10: A COMPREHENSIVE GUIDE fully prepares current and future medical coders for the transition to ICD-10-CM and PCS coding systems that will go into effect on October 1, 2013. This comprehensive guide covers both ICD-10-CM and

ICD-10-PCS coding, highlighting changes in terminology, functionality, guidelines, and conventions. Whether you need to understand and review the impact the transition will have on the industry, or if you need to learn to assign ICD-10 codes accurately, ICD-10: A Comprehensive Guide will prepare you for the road ahead.

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1. ICD-10 History, Preview & Impacts. 2. HIPAA, ARRA/HITECH, 5010 Transactions & Code Sets. 3. General Equivalency Mapping (GEMS) /MS-DRG Conversion ICD-9 to ICD-10. 4. ICD-10-CM Layout, Conventions and General Guidelines. 5. The Diagnostic Coding Process using ICD-10-CM. 6. ICD-10-CM: Coding by Body System, Chapters 1-4. 7. ICD-10-CM: Coding by Body System, Chapters 6-9. 8. ICD-10-CM: Coding by Body System, Chapters 10-14. 9. ICD-10-CM: Coding by Body System, Chapters 15-17. 10. ICD-10-CM: Coding by Body System, Chapters 18-21. 11. ICD-10-PCS: Introduction. 12. ICD-10-PCS: Root Operations in the Medical & Surgical Section. 13. ICD-10-PCS: Coding for the Medical & Surgical Section. 14. ICD-10-PCS: Obstetrics Section. 15. ICD-10-PCS: Placement, Measurement and Monitoring Sections. 16. ICD-10-PCS: Extracorporeal Sections. 17. ICD-10-PCS: Osteopathic, Chiropractic and Other

Procedures Sections. 18. ICD-10-PCS: Nuclear Medicine, Radiation Oncology Sections. 19. ICD-10-PCS: Rehabilitation, Mental Health & Substance Abuse Sections. 20. Implementation Strategy, Assessment & Planning. Appendices. A: CMS ICD-10 Fact Sheets. B: ICD-10-CM Guidelines. C: ICD-10-PCS Guidelines. D: ICD-9 to ICD-10 General Equivalency Mapping (GEMS) and Instructions. E: ICD-10 ASC X12 Transaction Conversion Maps (4010A to 5010). F: Section, Body Part, Approach, and Root Operation Definition Tables from ICD-10-PCS.

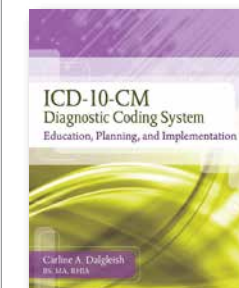
ICD-10-CM DIAGNOSTIC CODING SYSTEM

Education, Planning and Implementation With Premium Website Printed Access Card and Cengage EncoderPro.com Demo Printed Access Card

Carline Dalgleish

© 2013, 550pp, Spiral, 9781439057346

ebook



ICD-10-CM DIAGNOSTIC CODING SYSTEM fully prepares current and future medical coders for the transition to ICD-10-CM coding system that will go into effect on October 1, 2013. This comprehensive guide covers ICD-10-CM diagnostic coding,

highlighting changes in terminology, functionality, guidelines, and conventions. Whether you need to understand and review the impact the transition will have on the industry, or if you need to learn to assign ICD-10 codes accurately, ICD-10-CM DIAGNOSTIC CODING SYSTEM will prepare you for the road ahead.

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1. ICD-10-CM History, Preview & Impacts. 2. HIPAA, ARRA/HITECH, 5010 Transactions & Code Sets. 3. General Equivalency Mapping (GEMS) /MS-DRG Conversion ICD-9 to ICD-10. 4. ICD-10-CM Layout, Conventions and General Guidelines. 5. The Diagnostic Coding Process using ICD-10-CM. 6. ICD-10-CM: Coding by Body System, Chapters 1-4. 7. ICD-10-CM: Coding by Body System, Chapters 6-9. 8. ICD-10-CM: Coding by Body System, Chapters 10-14. 9. ICD-10-CM: Coding by Body System, Chapters 15-17. 10. ICD-10-CM: Coding by Body System, Chapters 18-21. 11. Implementation Strategy, Assessment & Planning. Appendices. CMS ICD-10-CM Fact Sheets. ICD-10-CM Guidelines. ICD-9 to ICD-10 General Equivalency Mapping (GEMS) and Instructions. ICD-10 ASC X12 Transaction Conversion Maps (4010A to 5010).

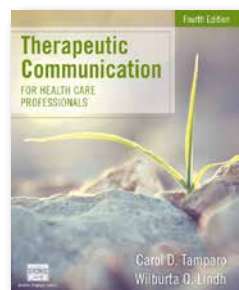
REFERENCE

THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, Highline Community College

© 2017, 288pp, Paperback, 9781305574618

CENGAGE | MINDTAP ebook



Redesigned with you in mind, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition is the complete guide to patient interactions in today's clinical care settings. Effective communication can ease

patient anxiety, increase compliance, and enhance health care interactions for all, especially when dealing with life-altering illness, death and dying, depression, substance abuse, and other situations where patient behaviors can be unpredictable. Inside each chapter, you will explore both the good and bad responses caregivers have to stressful scenarios, as well as techniques for improvement. And every chapter starts with a case study to bring life to the page, then reinforces communication strategies with more practice cases, boxed features, role-play exercises, and questions as you go. No matter the situation you face on the job, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition can prepare you with the soft skills you need to think critically on your feet and help patients cope.

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1. Therapeutic Communication. 2. Multicultural Therapeutic Communication. 3. Therapeutic Communication in Complementary Medicine. 4. The Helping Interview. 5. The Therapeutic Response Across the Life Span. 6. The Therapeutic Response to Stressed, Anxious, and Fearful Clients. 7. The Therapeutic Response to Angry, Aggressive, Abused, or Abusive Clients. 8. The Therapeutic

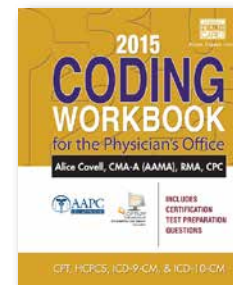
Response to Depressed and/or Suicidal Clients. 9. The Therapeutic Response to Clients with Substance-Related and Addictive Disorders. 10. The Therapeutic Response to Clients with Life-Altering Illness. 11. The Therapeutic Response to Clients Experiencing Loss, Grief, Dying, and Death. Appendix A: Theories of Growth and Development. Appendix B: Defense Mechanisms.

2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD)

Alice Covell

© 2016, 176pp, Paperback, 9781305259133

ebook



Succinct, accurate, and flexible, 2015 CODING WORKBOOK FOR THE PHYSICIAN'S OFFICE is the ideal coding practice tool. Whether you are preparing for a certification exam, the approaching transition to ICD-10-CM, or improving your medical

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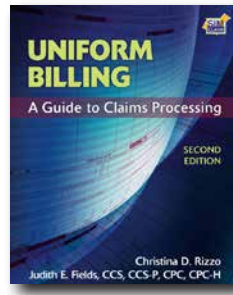
UNIFORM BILLING, 2E

A Guide to Claims Processing

Christina D. Rizzo; Judith Fields, Southeast Kentucky Community & Technical College

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ebook



UNIFORM BILLING: A GUIDE TO CLAIMS PROCESSING, 2e is your essential resource for learning in-patient and out-patient processing techniques. Whether used in an acute, subacute, long term care, specialty, or clinic facility, this learning tool shows you how to use UB-04 in any scenario. Its exercise-based format emphasizes practical application to help you efficiently absorb the material. Plus, the included access code for the SimClaim software allows you to practice completing claim forms electronically.

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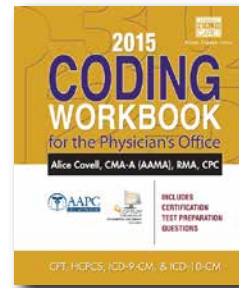
RESOURCES

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Alice Covell

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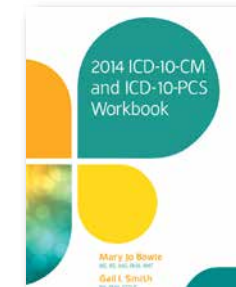
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2014 ICD-10-CM AND ICD-10-PCS WORKBOOK

Mary Jo Bowie; Gail Smith, University of Cincinnati

© 2015, 192pp, Paperback, 9781285433721

ebook



Fully updated with new codes and standards, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK is the ideal learning aid for students and professionals. From chapter discussions and code lists to practice problems and illustrations, this workbook delivers the

information and practice you need to work competently with medical coding and conventions, procedure coding, and health insurance claims, while managing the October 2014 transition from ICD-9 to ICD-10 standards. The authors bring decades of experience to this practical workbook in the form of case studies and examples, hands-on exercises and activities, anatomical illustrations, and guiding principles, all designed to correlate with current ICD-10-CM and ICD-10-PCS standards. An indispensable tool for the classroom or independent study, the 2014 ICD-10-CM AND ICD-10-PCS WORKBOOK provides the facts and skills needed for success.

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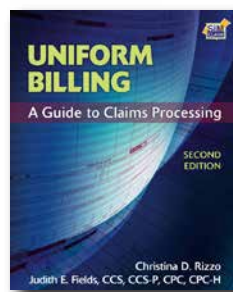
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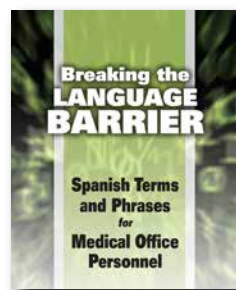
BREAKING THE LANGUAGE BARRIER

Spanish Terms and Phrases for Medical Office Personnel

Sandra Marmolejo Romero

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ebook



Designed as a quick reference, BREAKING THE LANGUAGE BARRIER: SPANISH TERMS AND PHRASES FOR MEDICAL PERSONNEL provides key medical terminology that makes it easier to communicate with the Spanish-speaking patient.

This is more than an English-Spanish translation dictionary, content includes bilingual information for greeting and scheduling, patient registration, intake and examinations, insurance and billing, referrals, protected health information, infection control, durable medical equipment, lab tests and special procedures, and health education—all in a convenient guide you can fit in your pocket! Full-color anatomical illustrations, labeled in Spanish and English, serve as a handy reference to help patients communicate their needs and concerns. Chapters open with an alphabetical list of common medical terms in English accompanied by Spanish translations. The chapters then address topic-related questions and phrases most commonly experienced by medical personnel when communicating with the patient. Color-coded tabs identify the four main units of the guide for quick and easy access.

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Health Information. Part IV: BACK OFFICE. 9. Vital Signs, Body Measurements, and Patient Intake. 10. In the Examination Room. 11. Infection Control. 12. Administration of Basic Treatments and Therapies with Medical Equipment and Supplies. 13. Laboratory Tests. 14. Special Procedures and Diagnostic Studies. 15. Diet and Medication Education. Index: English to Spanish. Index: Spanish to English.

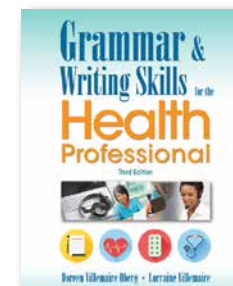
WRITING

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3E

Doreen Villemaire; Lorraine Villemaire

© 2018, 320pp, Paperback, 9781305945425

CENGAGE | MINDTAP ebook



Extremely student friendly, GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3e, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable

resource the can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text's unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

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Resume. Essentials of the resume/work-up. Contact information. Related skills. Education/awards/honors. Certification. Memberships/conferences. References. Objective. Keywords. Three types of resumes. Chronological resume. Functional resume. Hybrid/combo resume. Cover letter. Section 11: Appendix. Spelling rules. Capitalization rules. Number use. Clichés. Titles and salutations. Use of a thesaurus. Use of the English dictionary. Use of the medical dictionary.

INTRODUCTION TO HEALTH SCIENCES / HEALTH OCCUPATIONS

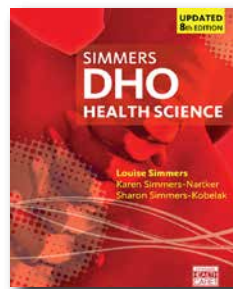
CAREER SUCCESS, EXPLORATION, PROFESSIONALISM

DHO HEALTH SCIENCE UPDATED, SOFT COVER, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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The highly respected DIVERSIFIED HEALTH OCCUPATIONS is now DHO HEALTH SCIENCE UPDATED. The Eighth Edition of this trusted text continues to provide an all-in-one resource for introductory coursework in the health science curriculum. Organized in two parts, the text opens with foundational information required to enter a broad range of health professions, including

infection control, first aid, legal requirements, and professionalism. The second part covers fundamental entry-level skills for a range of specific careers, including medical assisting, dental assisting, and more. Carefully revised, the updated Eighth Edition includes information on the Patient Protection and Affordable Care Act, new nutritional guidelines from the U.S. Department of Agriculture, updates that correlate with the enhanced Enhanced National Healthcare Foundation Standards, and more to prepare you for success in today's high-demand health science careers.

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DHO HEALTH SCIENCE UPDATED, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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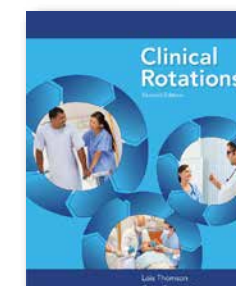
Laboratory Assistant Skills. 21. Medical Assistant Skills. 22. Nurse Assistant Skills. 23. Physical Therapy Skills. 24. Business and Accounting Skills.

CLINICAL ROTATIONS, 2E

Lois Thomson, Cypress Creek High School, Houston, TX (Retired); Cathy Trocquet, Cypress Creek High School, Houston

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ebook



This highly practical guide to modern health care professions includes everything you need to complement classroom learning with real-world experience. Encompassing the entire health care system, this trusted resource includes dedicated

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19. Wound Care/Lymphedema. 20. Endoscopy. 21. Health Care Offices. 22. Charity Agencies. 23. Dental. 24. Veterinary Medicine. 25. Health Care Skills.

INTRODUCTION / HEALTH OCCUPATIONS

NEW EDITION

INTRODUCTION TO HEALTH CARE, 5E

Lee Haroun; Dakota Mitchell, Kaiser Permanente (retired)

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Preparing you for real-world practice, Haroun/Mitchell's **INTRODUCTION TO HEALTH CARE**, Fifth Edition, provides an easy-to-read introduction to the foundational skills necessary for a range of health care professions. Emphasizing core health

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DHO HEALTH SCIENCE UPDATED, SOFT COVER, 8E

Louise Simmers; Karen Simmers-Nartker; Sharon Simmers-Kobelak

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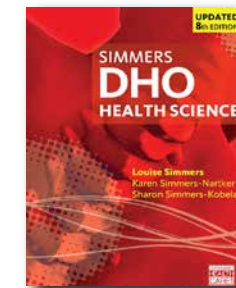
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MONITORING AND ADMINISTRATION OF IV MEDICATIONS FOR THE ENROLLED NURSE

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1. Role of the health care team in the administration of intravenous medications 2. Pathophysiology related to IV monitoring and administration 3. Preparing for and recording the delivery of IV medications 4. Major intravenous medication groups 5. Systems of intravenous medications delivery 6.

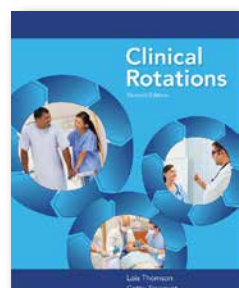
Applying formulae for intravenous drug calculation
Appendix: Australian, State and Territory Legislative Requirements

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Lois Thomson, Cypress Creek High School, Houston, TX (Retired); Cathy Trocquet, Cypress Creek High School, Houston

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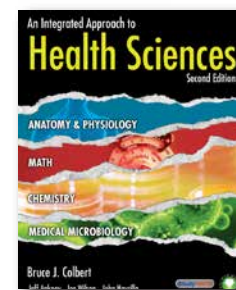
AN INTEGRATED APPROACH TO HEALTH SCIENCES, 2E

Anatomy and Physiology, Math, Chemistry and Medical Microbiology

Bruce J. Colbert, University of Pittsburgh at Johnstown; Jeff Ankney; Joe Wilson; John Havrilla

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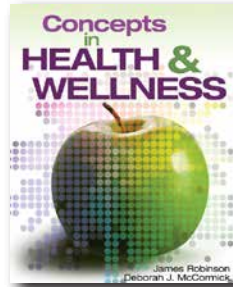
PERSONAL HEALTH / WELLNESS

CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University;
Deborah J. McCormick, Ph.D., Northern Arizona University

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MATHEMATICS

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MEDICAL ASSISTING

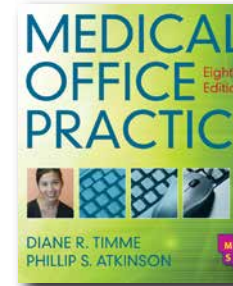
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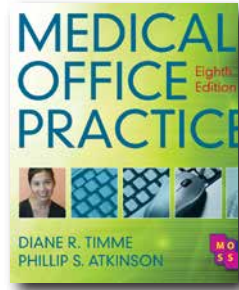
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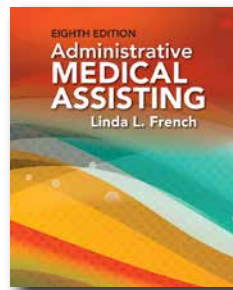
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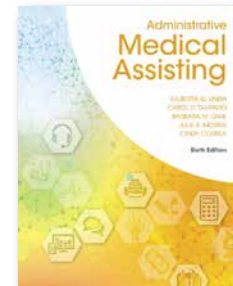
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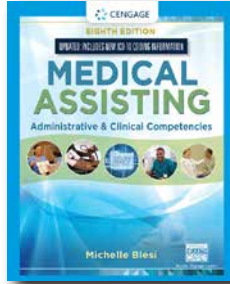
MEDICAL ASSISTING, 8E

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Michelle Blesi, Century College

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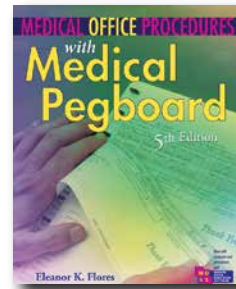
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MEDICAL OFFICE PROCEDURES WITH MEDICAL PEGBOARD, 5E

Eleanor K. Flores, Lincoln College of New England

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Combining the fundamental skills of a pegboard system with advances in electronic health records, **MEDICAL OFFICE PROCEDURES WITH MEDICAL PEGBOARD, 5E** uses hands-on learning to equip you with a solid understanding of the

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1-1 through 1-20. Tuesday, March 5: Jobs 2-1 through 2-22. Wednesday, March 6: Jobs 3-1 through 3-21. Thursday, March 7: Jobs 4-1 through 4-19. Friday, March 8: Jobs 5-1 through 5-22. Section III: COMPUTER JOBS. Job 1: Setting up the Matrix. Job 2: Patient Registration. Job 3: HIPAA Privacy Practices. Job 4: Patient Check-In. Job 5: Scheduling Appointments. Job 6: Posting Charges. Job 7: Posting Payments and Adjustments. Job 8: No-Show and Cancellation Procedures. Section IV: APPENDIX. Glossary. Forms. Daily Work Sheets.

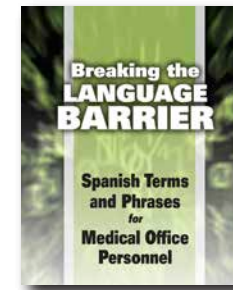
BREAKING THE LANGUAGE BARRIER

Spanish Terms and Phrases for Medical Office Personnel

Sandra Marmolejo Romero

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ebook



Designed as a quick reference, **BREAKING THE LANGUAGE BARRIER: SPANISH TERMS AND PHRASES FOR MEDICAL PERSONNEL** provides key medical terminology that makes it easier to communicate with the Spanish-speaking patient.

This is more than an English-Spanish translation dictionary, content includes bilingual information for greeting and scheduling, patient registration, intake and examinations, insurance and billing, referrals, protected health information, infection control, durable medical equipment, lab tests and special procedures, and health education—all in a convenient guide you can fit in your pocket! Full-color anatomical illustrations, labeled in Spanish and English, serve as a handy reference to help patients communicate their needs and concerns. Chapters open with an alphabetical list of common medical terms in English accompanied by Spanish translations. The chapters then address topic-related questions and phrases most commonly experienced by medical personnel when communicating with the patient. Color-coded tabs identify the four main units of the guide for quick and easy access.

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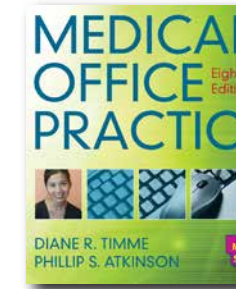
Health Information. Part IV: BACK OFFICE. 9. Vital Signs, Body Measurements, and Patient Intake. 10. In the Examination Room. 11. Infection Control. 12. Administration of Basic Treatments and Therapies with Medical Equipment and Supplies. 13. Laboratory Tests. 14. Special Procedures and Diagnostic Studies. 15. Diet and Medication Education. Index: English to Spanish. Index: Spanish to English.

MEDICAL OFFICE PRACTICE, 8E

Phillip S. Atkinson; Diane R. Timme

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Prepare for a career or hone your skills as a Medical Assistant with the newly updated **MEDICAL OFFICE PRACTICE, 8th Edition**. This simulation includes 35 realistic jobs which highlight the latest information on HIPAA, confidentiality, and ethics to help you prepare

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Concepts of Effective Communication—Transcription: SOAP Notes. Job 10: Concepts of Effective Communication—Telephone Messages. Job 11: Looking Up a Patient Appointment, Creating Daily Appointment Patient List; Making New Patient Reminder Calls. Job 12: Concepts of Effective Communication and Ethical Considerations—Patient Scenarios. Job 13: Administrative Functions—Scheduling Special Procedures (Mammogram). Job 14: Concepts of Effective Communication—Oncology Consult. Job 15: Concepts of Effective Communication—Making a Referral to a Specialist. Job 16: Administrative Functions—Researching Drug Information. Job 17: Creating a Travel Itinerary. Job 18: Administrative Functions—Blocking the Physician’s Schedule. Job 19: Concepts of Effective Communication—Oncology Consult. Job 20: Concepts of Effective Communication—Completing Finished Copy from Rough Draft. Job 21: Legal Implications—Preparing Occupational Exposure Incident Report. Job 22: Office Administration—Ordering Office Supplies and Preparing a Purchase Order. Job 23: Administrative Functions—Manual Appointment Scheduling. Job 24: Basic Practice Finances—Posting Entries on a Day Sheet. Job 25: Basic Practice Finances—Computerized Procedure Posting. Job 26: Basic Practice Finances—Computerized Payment Posting. Job 27: Employee Payroll—Completing Work Record, Preparing and Proving Totals on Payroll Register. Job 28: Protective Practices—Material Safety Data Sheets (MSDS). Job 29: Basic Practice Finances—Posting Adjustments, Collection Agency Payments, and Processing Refunds. Job 30: Managed Care/ Insurance—Processing Insurance Claims. Job 31: Procedural and Diagnostic Coding. Job 32: Protective Practices—Identifying Community Resources. Job 33: Concepts of Effective Communication—Scheduling Admission to a Hospital; Preparing Patient for Procedure. Job 34: Administrative Functions—Proofreading and Preparing Final Copies from Draft Copies. Job 35: Legal Implications—Creating or Updating Resume and Preparing for Job Interview. Appendix A: Reference Materials. Appendix B: Job Reference Table. Appendix C: Using Medical Office Simulation Software (MOSS). Appendix D: Forms. Glossary of Medical Terms.

CLINICAL - GENERAL

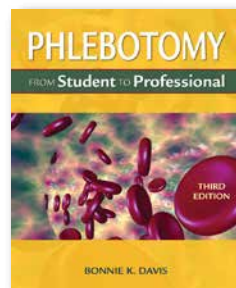
PHLEBOTOMY, 3E

From Student to Professional

Bonnie Karen Davis, MA, CLP, RPT, Pikes Peak Community College; Colorado Springs; Colorado

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Completely revised; Phlebotomy: From Student to Professional; 3rd Edition is a comprehensive resource that prepares you to enter the profession as a certified phlebotomist. Soft skills are emphasized with special attention focused on expectations not only in the

classroom but in the transition to working with patients.. An updated art program including a new full color insert; presents photographs of equipment and step-by-step procedures to help you maximize comprehension. Basic blood specimen collection procedures; non-blood collection procedures; and specimen handling and processing are covered in detail; preparing you to compete in this hot job market.

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Collection by Routine Venipuncture. Organization of Work Load. Interacting with the Customer. Preparing for the Venipuncture. Performing the Venipuncture. 6. Collection by Skin Puncture. Choosing the Skin Puncture. Composition of Skin Puncture Blood. Site Selection. Preparing the Site. Collection Devices. Performing a Fingerstick. Performing a Heelstick. 7. Special Blood Collection Procedures. Newborn Screening. Blood Cultures. Glucose Tolerance Testing. Bleeding Time Test. 8. Special Considerations. Pediatric Blood Collection. Elderly Blood Collection. Alternate Venipuncture Sites. Vascular Access Lines. Physiological Venipuncture Reactions. Patient Inquiries. Patient-focused Care. Point-of-Care Testing. 9. Urine Tests. The Urinary System. Urine. Urine Collection. 10. Common Laboratory Tests. 50 Common Tests. PART III. PROFESSIONAL SUCCESS IN PHLEBOTOMY. 11. Communication Skills for the Phlebotomist. The Speaker . The Listener . The Observer. Telephone Techniques. 12. Conflict Management Skills. Conflict Styles . Conflict Management. Problem Solving. 13. Becoming an Employee. Healthcare Customers. Customer Satisfaction. Preparing for Professionalism. Phlebotomy Certification. Researching Potential Employment. Successful Employee Qualities. References. Glossary. Appendices A. Phlebotomy Proficiency Checklist.

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NEW EDITION

MEDICAL ASSISTING, 9E

Administrative & Clinical Competencies

Michelle Blesi, Century College

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PATHOPHARMACOLOGY

Bruce J. Colbert, University of Pittsburgh at Johnstown; Kurtis Pierce, University of Pittsburgh at Johnstown

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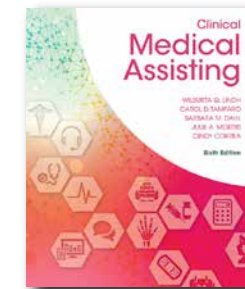
Module 1: Core Concepts of Disease. Module 2: Mechanism of Disease. Module 3: Core Concepts of Pharmacology. Module 4: Drug Administration and Dosage Forms. Module 5: Cancer and Antineoplastic Pharmacology. Module 6: Pathopharmacology of the Musculoskeletal System. Module 7: Pathopharmacology of the Integumentary System. Module 8: Gastrointestinal Diseases and Medications. Module 9: Pathopharmacology of the Endocrine System. Module 10: Pathopharmacology of the Urinary System. Module 11: Pathopharmacology of the Respiratory System. Module 12: Pathopharmacology of the Cardiovascular System. Module 13: Pathopharmacology of the Nervous System. Module 14: Pathopharmacology of the Eyes and Ears. Module 15: Pathopharmacology of the Reproductive System.

CLINICAL MEDICAL ASSISTING, 6E

Wilburta Q. Lindh, Highline Community College; Carol D. Tamparo; Barbara M. Dahl, Whatcom Community College, Bellingham, Washington; Julie Morris

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In today's dynamic health care environment, medical assistants are playing an increasingly important role. CLINICAL MEDICAL ASSISTING, Sixth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing

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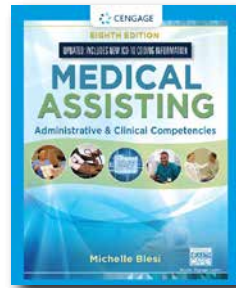
MEDICAL ASSISTING, 8E

Administrative & Clinical Competencies (Update)

Michelle Blesi, Century College

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Clear and easy to understand, **MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES UPDATE**, Eighth Edition delivers all of the knowledge base, skills, and behaviors required for an entry-level

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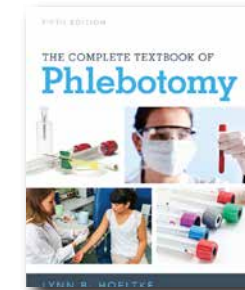
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THE COMPLETE TEXTBOOK OF PHLEBOTOMY, 5TH, 5E

Lynn B. Hoeltke, Eskenazi Health, Indianapolis, Indiana

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With a strong emphasis on hands-on learning, this highly practical text helps you develop the phlebotomy-related knowledge and skills you need to become a confident, competent health care professional. The Fifth Edition accelerates learning by following key

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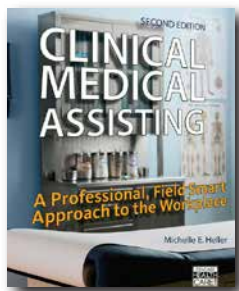
Preface. 1. Introduction to Phlebotomy. 2. Safety in Phlebotomy. 3. Basic Human Anatomy and Physiology. 4. Anatomy and Physiology of the Circulatory System. 5. Phlebotomy Equipment. 6. Phlebotomy Technique. 7. The Challenge of Phlebotomy. 8. Caring for the Pediatric Patient. 9. Sample Considerations and Special Procedures. 10. Sample Preparation and Handling. 11. Customer Service. 12. Legal and ethical issues. 13. Competency. Appendix A: NAACLS Phlebotomist Competencies. Appendix B: Frequently Ordered Laboratory Tests. Appendix C: Blood Volume and Maximum Draw. Glossary. Bibliography.

CLINICAL MEDICAL ASSISTING, 2E

A Professional, Field Smart Approach to the Workplace
Michelle Heller, CMA (AAMA), RMA, Columbus State Community College

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More than ever before, medical assistants today must perform complex tasks, possess strong computer and patient screening skills, and communicate effectively with patients and other medical professionals.

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MEDICAL ASSISTING, 8E

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Michelle Blesi, Century College

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This comprehensive text helps readers develop the critical cognitive (knowledge base), psychomotor (skills), and affective (behaviors) competencies that entry-level medical assistants need to succeed.

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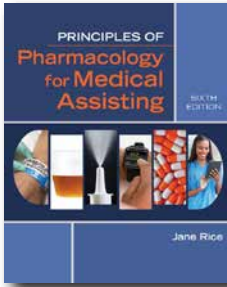
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PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTING, 6E

Jane Rice, Georgia Northwestern Technical College

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Written expressly for medical assistants by a medical assistant, **PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTING, 6E** delivers CAAHEP/AAMA standards and competency-based objectives in an easy-to-understand

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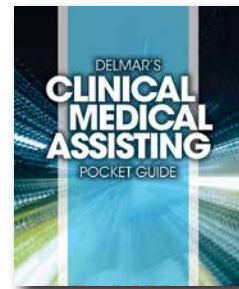
Medications That Affect the Nervous System. 28. Medications That Affect the Reproductive System. Appendix A: Alphabetical Listing of Websites for Additional Drug Information. Appendix B: Helpful Resources. Appendix C: Performance Checklists.

DELMAR LEARNING'S CLINICAL MEDICAL ASSISTING POCKET GUIDE

Michelle Heller, CMA (AAMA), RMA, Columbus State Community College

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Delmar's **CLINICAL MEDICAL ASSISTING POCKET GUIDE** explores your medical assisting duties performed in offices and clinical settings today. Organized in a chart format for quick reference and easy reading, the book covers documentation,

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1. In-Office Screenings. 2. Routine Clinical Procedures Performed in the Medical Office (Non-Lab and Medication Procedures). 3. Pediatric Screenings and Procedures. 4. Assisting in an OB-GYN Practice. 5. Pharmacology. 6. Laboratory Normal Values and Procedures. 7. X-Ray/Diagnostic Examinations (Prep). 8. Emergency Procedures. 9. Abbreviations.

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Michelle Heller, CMA (AAMA), RMA, Columbus State Community College

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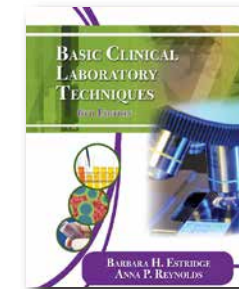
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BASIC CLINICAL LABORATORY TECHNIQUES, 6E

Barbara H. Estridge, Auburn University; Anna P. Reynolds, Auburn University

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BASIC CLINICAL LABORATORY TECHNIQUES, Sixth Edition demonstrates the techniques performed by laboratory workers and allied health care professionals, including basic clinical laboratory procedures and the theories

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Reticulocyte Count. Erythrocyte Sedimentation Rate. Unit III: BASIC HEMOSTASIS. Principles of Hemostasis. Disorders of Hemostasis. Coagulation Testing Methods. Prothrombin Time. Activated Partial Thromboplastin Time. D-Dimer. Unit IV: BASIC IMMUNOLOGY AND IMMUNOHEMATOLOGY. Introduction to Immunology. Infectious Mononucleosis Tests. Test for Rheumatoid Factors. Urine hCG Tests. Introduction to Immunohematology. ABO Grouping. Rh Typing. Unit V: URINALYSIS. Introduction to Urinalysis. Urine Collection and Processing. Physical Examination of Urine. Chemical Examination of Urine. Microscopic Examination of Urine Sediment. Unit VI: BASIC CLINICAL CHEMISTRY. Introduction to Clinical Chemistry. Principles of Chemistry Instrumentation. Chemistry Specimen Collection and Processing. Point-of-Care Testing. Blood Glucose and Hemoglobin A1c. Blood Cholesterol and Triglycerides. Electrolytes. Fecal Occult Blood. Unit VII: BASIC CLINICAL MICROBIOLOGY. Introduction to Clinical Microbiology. Microbiology Specimen Collection and Processing. Culture Techniques for Bacteriology. The Gram Stain. Tests for Group A Streptococcus. Urine Culture and Colony Count. Bacterial Identification and Antibiotic Susceptibility Testing. Tests for Sexually Transmitted Diseases. Infection Prevention in Health-Care Settings. Public Health Issue: Emerging Infectious Diseases. Public Health Issue: Biological Threats. Unit VIII: BASIC PARASITOLOGY. Introduction to Parasitology. Collecting and Processing of Specimens for Parasite Detection. Microscopic Methods of Detecting Intestinal Parasites. Preparing Smears for Blood Parasites. Glossary. Appendix A: Guide to Standard Precautions. Appendix B: Laboratory Reference Values. Appendix C: Abbreviations and Acronyms Commonly Used in Clinical Laboratories. Appendix D: Sources of Information: Health Care Accrediting and Credentialing Agencies, Professional Societies, Governmental Agencies. Index.

BASIC CLINICAL LABORATORY TECHNIQUES, INTERNATIONAL EDITION, 6E

Barbara H. Estridge, Auburn University; Anna P. Reynolds, Auburn University

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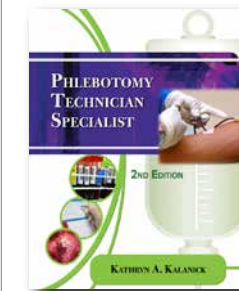
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PHLEBOTOMY TECHNICIAN SPECIALIST, 2E

Kathryn A. Kalanick

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ebook



PHLEBOTOMY TECHNICIAN SPECIALIST, 2E offers the most comprehensive information available in order to expertly perform phlebotomy tasks. Whether you are already a Medical Laboratory Technician or are cross training from another branch

of Allied Health, Phlebotomy Technician Specialist, 2E is versatile enough to be used by anyone new to phlebotomy. This edition has been updated to reflect relevant National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) competency guidelines. Chapter reorganization successfully enhances the learning path for you through a more concise and logical flow of professional phlebotomist skills. With its up-to-date content, thorough examples, eye-catching illustrations, and emphasis on customer service, this textbook sets the standard for phlebotomy instruction.

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1. Introduction to Phlebotomy. 2. Professional Communication Skills. 3. Medical Terminology. 4. Anatomy and Physiology. 5. Infection Control – Safety Procedures. 6. Documentation. 7. Blood Collection Equipment and Supplies. 8. Collection by Capillary Puncture. 9. Collection by Routine Venipuncture. 10. Preanalytical Errors and Complications of Blood Collection. 11. Specialized Phlebotomy Techniques. 12. Point-Of-Care Testing and Other Laboratory Tests. 13. Vital Signs. 14. Electrocardiography. 15. Employment Skills. Appendix: Most Commonly Ordered Diagnostic Tests Glossary. Index.

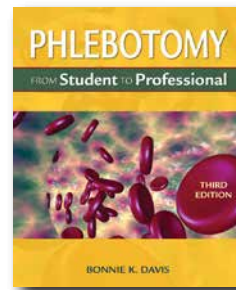
PHLEBOTOMY, 3E

From Student to Professional

Bonnie Karen Davis, MA, CLP, RPT, Pikes Peak Community College; Colorado Springs; Colorado

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Completely revised; Phlebotomy: From Student to Professional; 3rd Edition is a comprehensive resource that prepares you to enter the profession as a certified phlebotomist. Soft skills are emphasized with special attention focused on expectations not only in the

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for the Venipuncture. Performing the Venipuncture. 6. Collection by Skin Puncture. Choosing the Skin Puncture. Composition of Skin Puncture Blood. Site Selection. Preparing the Site. Collection Devices. Performing a Fingerstick. Performing a Heelstick. 7. Special Blood Collection Procedures. Newborn Screening. Blood Cultures. Glucose Tolerance Testing. Bleeding Time Test. 8. Special Considerations. Pediatric Blood Collection. Elderly Blood Collection. Alternate Venipuncture Sites. Vascular Access Lines. Physiological Venipuncture Reactions. Patient Inquiries. Patient-focused Care. Point-of-Care Testing. 9. Urine Tests. The Urinary System. Urine. Urine Collection. 10. Common Laboratory Tests. 50 Common Tests. PART III. PROFESSIONAL SUCCESS IN PHLEBOTOMY. 11. Communication Skills for the Phlebotomist. The Speaker . The Listener . The Observer. Telephone Techniques. 12. Conflict Management Skills. Conflict Styles . Conflict Management. Problem Solving. 13. Becoming an Employee. Healthcare Customers. Customer Satisfaction. Preparing for Professionalism. Phlebotomy Certification. Researching Potential Employment. Successful Employee Qualities. References. Glossary. Appendices A. Phlebotomy Proficiency Checklist.

COMPREHENSIVE MEDICAL ASSISTING

LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, 6E

Myrtle R. Flight, Blue Hills Regional Technical School, Canton, MA; Wendy Mia Pardew

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Updated to reflect new health care regulations and technology, LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, SIXTH EDITION prepares future medical assistants for the legal and ethical dilemmas they'll face in medical environments. Beginning with business-related issues and the court system, chapters next take readers through the standard of care, employment, criminal and tortious acts, contractual issues, negligence, medical malpractice, and other important matters of law. The second half of the book delves into the ethical concerns present in medical practices, including patient confidentiality, health records, professional ethics, and the issues associated with patient births and deaths. A practical resource for novices and seasoned professionals, the book also offers real-life cases and news stories to ground readers in relevant laws and ethical issues, along with chapter-ending activities to practice their own decision-making skills. Thoughtful and thorough, LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, SIXTH EDITION shows medical assisting students their legal and ethical obligations, when to seek legal advice and how to work with the legal profession, and how to protect themselves and their future employers from medical malpractice and other complaints.

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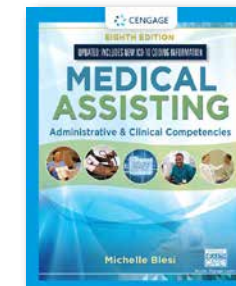
MEDICAL ASSISTING, 8E

Administrative & Clinical Competencies (Update)

Michelle Blesi, Century College

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Clear and easy to understand, MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES UPDATE, Eighth Edition delivers all of the knowledge base, skills, and behaviors required for an entry-level medical assistant, including

a comprehensive updated section on the structure and function of body systems. The book has been streamlined and updated to include the latest in Nutrition, the Affordable Care Act (ACA), ICD-10, updated electronic health records throughout the entire text, as well as personal effectiveness topics such as, professionalism, teamwork and time management. Updated and innovative, the 8th edition of Medical Assisting: Administrative and Clinical Competencies uses multiple in-text features and exclusive technology products to prepare you for a successful career in medical assisting, and give you an advantage in today's competitive marketplace. The updated printing of the eighth edition includes new ICD-10 coding information, as well as revised and updated coding content.

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MEDICAL ASSISTING, 8E

Administrative and Clinical Competencies

Michelle Blesi, Century College

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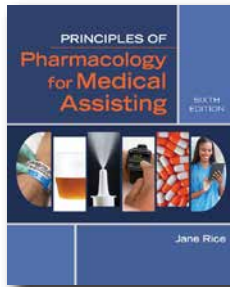
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Jane Rice, Georgia Northwestern Technical College

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Medications That Affect the Nervous System. 28. Medications That Affect the Reproductive System. Appendix A: Alphabetical Listing of Websites for Additional Drug Information. Appendix B: Helpful Resources. Appendix C: Performance Checklists.

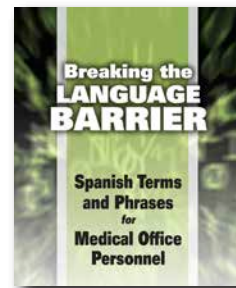
BREAKING THE LANGUAGE BARRIER

Spanish Terms and Phrases for Medical Office Personnel

Sandra Marmolejo Romero

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ebook



Designed as a quick reference, **BREAKING THE LANGUAGE BARRIER: SPANISH TERMS AND PHRASES FOR MEDICAL PERSONNEL** provides key medical terminology that makes it easier to communicate with the Spanish-speaking patient.

This is more than an English-Spanish translation dictionary, content includes bilingual information for greeting and scheduling, patient registration, intake and examinations, insurance and billing, referrals, protected health information, infection control, durable medical equipment, lab tests and special procedures, and health education—all in a convenient guide you can fit in your pocket! Full-color anatomical illustrations, labeled in Spanish and English, serve as a handy reference to help patients communicate their needs and concerns. Chapters open with an alphabetical list of common medical terms in English accompanied by Spanish translations. The chapters then address topic-related questions and phrases most commonly experienced by medical personnel when communicating with the patient. Color-coded tabs identify the four main units of the guide for quick and easy access.

CONTENTS

Part I: INTRODUCTION. How to Use This Handbook. Basic Spanish Skills. Part II: KEY MEDICAL TERMINOLOGY. 1. Medical Terminology of the Body Systems. 2. Anatomical Body Parts and Pain Scale. 3. Chief Complaints and Common Diagnoses. Part III: FRONT OFFICE. 4. Greeting and Scheduling the Patient. 5. Patient Registration. 6. Insurance and Billing. 7. Referrals. 8. Protected Health Information. Part IV: BACK OFFICE. 9. Vital Signs, Body Measurements, and Patient Intake. 10. In the Examination Room. 11. Infection Control. 12. Administration of Basic Treatments and Therapies with Medical Equipment and Supplies. 13. Laboratory Tests. 14. Special Procedures and Diagnostic Studies. 15. Diet and Medication Education. Index: English to Spanish. Index: Spanish to English.

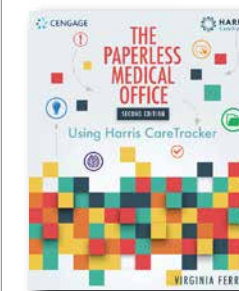
COMPUTERS IN THE MEDICAL OFFICE

THE PAPERLESS MEDICAL OFFICE, 2E

Using Harris CareTracker, Spiralbound Version
Harris CareTracker; Virginia Ferrari, M.H.A., Solano Community College

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Why lecture when you can empower? This reader-friendly text walks users through the Harris CareTracker system, a fully integrated, CCHIT® and ONC-ATCB certified Practice Management and Electronic Health Record (EHR) solution. Book

chapters offer the context students need to get started, with coverage in key areas such as patient demographics, registration, appointment scheduling, EMR clinical duties, billing, and collections while online access to the live electronic medical record system emerges students in essential features, functions, and workflows. Case studies elevate confidence with even more perspective, challenging students to work through common problems in health care environments, understand the rapidly growing field, and even become expert users of the system. Far more than a book, **THE PAPERLESS MEDICAL OFFICE: USING HARRIS CARETRACKER** transcends your classroom to launch careers.

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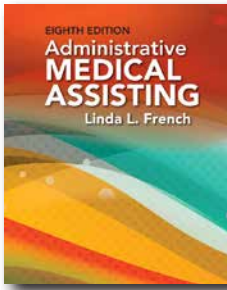
Clinical Documentation. Part IV: BILLING SKILLS. 9. Billing. 10. Claims Manager and Collections. Part V: APPLY YOUR SKILLS. 11. Applied Learning for the Paperless Medical Office. Index. Glossary.

ADMINISTRATIVE MEDICAL ASSISTING, 8E

Linda L. French, *Simi Valley Adult School and Career Institute*

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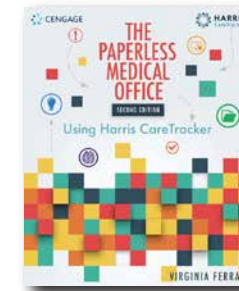
ELECTRONIC HEALTH RECORDS

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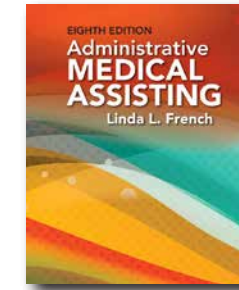
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EXAM REVIEW

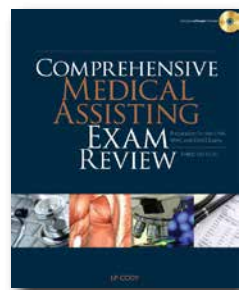
COMPREHENSIVE MEDICAL ASSISTING EXAM REVIEW, 3E

Preparation for the CMA, RMA and CMAS Exams

J. P. Cody, College of Southern Maryland

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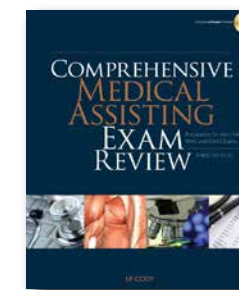
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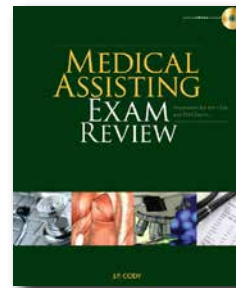
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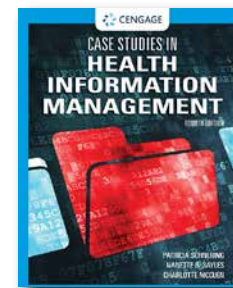
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CASE STUDIES IN HEALTH INFORMATION MANAGEMENT, 4E

Patricia Schnering; Nanette B. Sayles, East Central College; Charlotte McCuen

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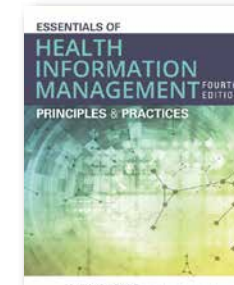
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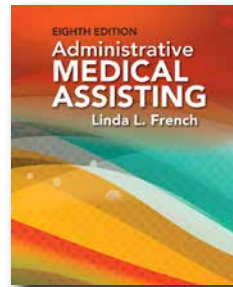
Interactive exercises in this manual are designed for use with EHR Go software. EHR Go software is not included (separate subscription required).

ADMINISTRATIVE MEDICAL ASSISTING, 8E

Linda L. French, Simi Valley Adult School and Career Institute

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COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4E

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Break into the exciting field of HIM with COMPARATIVE HEALTH INFORMATION MANAGEMENT, 4e! Whether you see yourself working in a hospital, clinic, or office, this text can help you find the ideal career. Chapters explore a variety of settings, including

hospitals, ambulatory clinics and medical offices, veterinary practices, home health, long-term care, and correctional facilities, as well as emerging practice areas in professional consulting and cancer registry. Focused on the challenges of managing and protecting the flow of information across sites, this updated text introduces you to the health care system, then walks you through the many HIM roles available to you, infusing discussions with key terms, self-test questions, web links, and illustrations that add meaning to concepts. Features include realistic case studies to help you solve problems, while new "Professional Spotlight" vignettes give you an insider view of actual professionals in their HIM careers.

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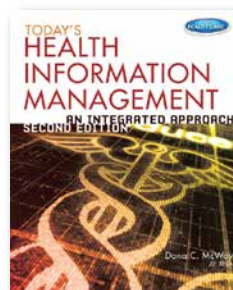
TODAY'S HEALTH INFORMATION MANAGEMENT, 2E

An Integrated Approach

Dana C. McWay, St. Louis University

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As technology, legislation, and industry practices continue to evolve rapidly, the health information management profession has become increasingly dynamic, complex, and essential. TODAY'S HEALTH INFORMATION MANAGEMENT, Second

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everything you need to succeed in one of today's fastest-growing and most rewarding professions.

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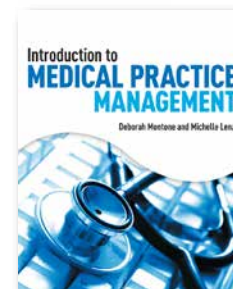
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INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT

Deborah Montone, Hohokus School of Business and Medical Science, Ramsey, NJ; Michelle Lenzi, Lenzi Office Solutions; Hesser College; Kaplan University Online

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INTRODUCTION TO MEDICAL PRACTICE MANAGEMENT uses a unique, two-tiered approach in each unit to help you become a successful manager in any medical office setting. The first chapter in each unit introduces you to the basics

of medical practice management and the roles of each staff member within the healthcare facility. The second chapter of each unit covers the skills and responsibilities of the manager in relation to the topics being covered. From personnel management to compliance with regulatory agencies, you must first understand the fundamentals of managing the medical office in order to develop the expertise you need to successfully teach your staff, train new personnel, and audit procedures that occur in daily practices. Numerous examples of letters, procedural policies, and forms are included for hands-on learning. You will also have the opportunity to practice the skills you are learning as you create your own practice with the Think Like a Manager feature at the end of each unit and the accompanying templates provided in the back of the book.

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Unit One: Medical Personnel. 1. Fundamentals: Medical Personnel. 2. Managing: Medical Personnel. Unit Two: Human Resources. 3. Fundamentals: Human Resources. 4. Managing: Human Resources. Unit Three: The Revenue Cycle. 5. Fundamentals: The Revenue Cycle. 6. Managing: The Revenue Cycle. Unit Four: Medical Records. 7. Fundamentals: Medical

Records. 8. Managing: Medical Records. Unit Five: Audits. 9. Fundamentals: Audits. 10. Managing: Audits. Unit Six: Compliance with Regulatory Agencies. 11. Fundamentals: Compliance with Regulatory Agencies. 12. Managing: Compliance with Regulatory Agencies. Unit Seven: Advertising and Marketing. 13. Fundamentals: Advertising and Marketing. 14. Managing: Advertising and Marketing. Appendix A: Create Your Practice. Appendix B: Templates for Create Your Practice. Appendix C: Common Medical Abbreviations. Appendix D: Medical Specialties and Specialists.

HUMAN BEHAVIOR

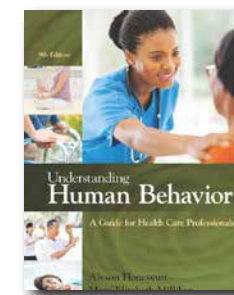
UNDERSTANDING HUMAN BEHAVIOR, 9E

A Guide for Health Care Professionals

Alyson Honeycutt; Mary Elizabeth Milliken

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CENGAGE | MINDTAP ebook



Empowering you as a future health care professional, UNDERSTANDING HUMAN BEHAVIOR, 9e, delivers reliable, practical information that equips you with a solid understanding of basic psychological concepts from a health care perspective. Updated with

the latest industry trends and examples, the text offers streamlined coverage that spans a broad but valuable range of important mental health topics -- as well as their implications for you as a health care professional. It includes new coverage of cultural bias and cultural competence; developmental disorders; trauma-informed care; drug use in the U.S.; alternative, complementary, and integrative medicine; stress-management techniques; and much more. Presenting both client and caregiver perspectives, this powerful resource explores the behaviors, emotions, and coping mechanisms you

may encounter in a variety of health care situations and settings. Practical examples and activities help you apply what you learn to real-world scenarios.

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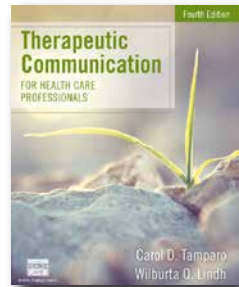
Section I: BECOMING A HEALTH CARE PROFESSIONAL. 1. Challenges and Responsibilities of Health Care Professionals. 2. The Philosophy of Individual Worth. 3. Self-Understanding. Section II: UNDERSTANDING HUMAN BEHAVIOR. 4. Influences on Behavior. 5. Physical Needs. 6. Self-Esteem and Social Needs. 7. Emotions and Behavior. 8. Adjustment and Patterns of Behavior. Section III: BEHAVIOR AND PROBLEMS IN LIVING. 9. Common Threats to Adjustment. 10. Effects of Trauma. 11. Defense Mechanisms. 12. Frustration and Inner Conflict. Section IV: EFFECTIVE HUMAN RELATIONS AND COMMUNICATION. 13. Effects of Illness on Behavior. 14. Human Relations and Coping with Patient Behavior. 15. Practicing Effective Communication. Section V: DEATH AND LOSS. 16. Grief and Loss throughout Life. 17. Death: Attitudes and Practices. 18. Caring for the Dying Person. Section VI: TRENDS IN HEALTH CARE. 19. Health Care through the Ages. 20. What Is Healing? Who Is the Healer? 21. Alternative, Complementary, and Integrative Medicine. 22. Managing Stress. Glossary. Index.

THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, Highline Community College

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Redesigned with you in mind, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition is the complete guide to patient interactions in today's clinical care settings. Effective communication can ease

patient anxiety, increase compliance, and enhance health care interactions for all, especially when dealing with life-altering illness, death and dying, depression, substance abuse, and other situations where patient behaviors can be unpredictable. Inside each chapter, you will explore both the good and bad responses caregivers have to stressful scenarios, as well as techniques for improvement. And every chapter starts with a case study to bring life to the page, then reinforces communication strategies with more practice cases, boxed features, role-play exercises, and questions as you go. No matter the situation you face on the job, THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, Fourth Edition can prepare you with the soft skills you need to think critically on your feet and help patients cope.

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Substance-Related and Addictive Disorders. 10. The Therapeutic Response to Clients with Life-Altering Illness. 11. The Therapeutic Response to Clients Experiencing Loss, Grief, Dying, and Death. Appendix A: Theories of Growth and Development. Appendix B: Defense Mechanisms.

LAW & ETHICS

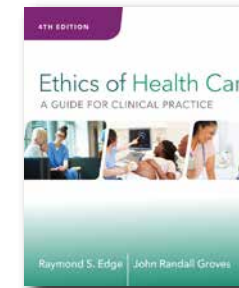
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University – Saint Louis; John Randall Groves, Ferris State University

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Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

teaches you the language of the legal system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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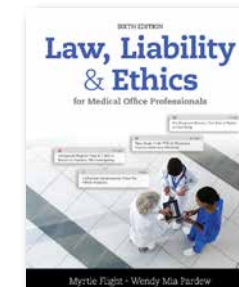
1. Introduction: Obligations of a Professional. 2. Human Value Development and the System of Public Law. 3. Decision Making in Value Issues and Private Law. 4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse. 5. Confidentiality and the Management of Health Care Information. 6. Justice and the Allocation of Scarce Resources. 7. Role Fidelity. 8. Reproductive Issues. 9. Decisions at the End of Life. 10. Health Care Ethics and the Near Future.

LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, 6E

Myrtle R. Flight, Blue Hills Regional Technical School, Canton, MA; Wendy Mia Pardew

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Updated to reflect new health care regulations and technology, LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, SIXTH EDITION prepares future medical assistants for the legal and ethical dilemmas they'll face in medical

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activities to practice their own decision-making skills. Thoughtful and thorough, **LAW, LIABILITY, AND ETHICS FOR MEDICAL OFFICE PROFESSIONALS, SIXTH EDITION** shows medical assisting students their legal and ethical obligations, when to seek legal advice and how to work with the legal profession, and how to protect themselves and their future employers from medical malpractice and other complaints.

CONTENTS

Preface. 1. The Big Business of Health Care and You. 2. Laws and Regulations You Will Encounter. 3. From the Constitution to the Courtroom. 4. Criminal Acts and Intentional Torts. 5. What Makes a Contract. 6. Medical Malpractice and Other Lawsuits. 7. The Health Record. 8. Introduction to Ethics. 9. Laws and Ethics of Patient Confidentiality. 10. Professional Ethics and the Living. 11. Birth and the Beginning of Life. 12. Death and Dying. Glossary. Bibliography.

LEGAL & ETHICS

ETHICAL PRACTICE FOR HEALTH PROFESSIONALS, 2E

Heather Freegard, Curtin Centre for Research on Ageing; Lyn Isted, Curtin University of Technology

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ebook



Within an Australian and New Zealand context, the second edition of *Ethical Practice for Health Professionals* emphasises the inter-professional nature of current health practice and demonstrates how technical competence can be used for the greatest

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MEDICAL INSURANCE, BILLING AND CODING

UNDERSTANDING ICD-10-CM AND ICD-10-PCS, 3E

A Worktext, Spiral bound Version (with Cengage EncoderPro.com Demo Printed Access Card)

Mary Jo Bowie

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Completely updated to the 2016 ICD-10-CM and ICD-10-PCS coding guidelines and packed with practical applications, Bowie's *UNDERSTANDING ICD-10-CM AND ICD-10-PCS: A WORKTEXT, 3E* delivers a comprehensive presentation of the ICD-10-CM and ICD-10-PCS diagnostic and procedural coding system.

CONTENTS

1. Introduction to Coding and Coding Professions. 2. An Overview of ICD-10-CM. 3. ICD-10-CM Coding Conventions. 4. Steps in Diagnostic Code Selection. 5. Diagnostic Coding Guidelines. 6. Infectious and Parasitic Diseases. 7. Neoplasms. 8. Diseases of the Blood and Blood-Forming Organs. 9. Endocrine, Nutritional, and Metabolic Diseases. 10. Mental and Behavioral Disorders. 11. Diseases of the Nervous System. 12. Disorders of the Eye and Adnexa. 13. Diseases of the Ear and Mastoid Process. 14. Diseases of the Circulatory System. 15. Diseases of the Respiratory System. 16. Diseases of the Digestive System. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissues. 19. Diseases of the Genitourinary System. 20. Pregnancy, Childbirth, and the Puerperium. 21. Certain Conditions Originating in the Perinatal Period. 22. Congenital Malformations, Deformations, and Chromosomal. 23. Symptoms, Signs, and

Abnormal Clinical Laboratory Findings. 24. Injury, Poisoning, and Certain Other Consequences of External Causes. 25. External Causes of Morbidity. 26. Factors Influencing Health Status and Contact with Health Services. 27. Introduction to ICD-10-PCS. 28. Medical and Surgical Section. 29. Obstetrics Section. 30. Placement Section. 31. Administration Section. 32. Measurement and Monitoring Section. 33. Extracorporeal Assistance and Performance. 34. Osteopathic, Chiropractic, and Other Procedure Sections. 35. Imaging, Nuclear Medicine, and Radiation Oncology. 36. Physical Rehabilitation and Diagnostic Audiology Section. 37. Mental Health and Substance Abuse Treatment. 38. New Technology Section.

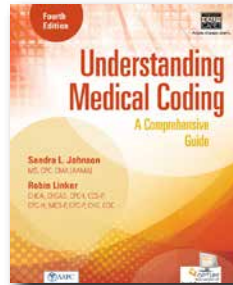
UNDERSTANDING MEDICAL CODING, 4E

A Comprehensive Guide

Sandra L. Johnson, Indiana University Southeast, New Albany, Indiana; Robin Linker, Robin Linker & Associates, Inc.

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Learn everything you need to know about medical coding with the practical and easy to understand UNDERSTANDING MEDICAL CODING: A COMPREHENSIVE GUIDE, 4E. Using clear, step-by-step instructions, you learn how to

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Preface. 1. Introduction to Coding. 2. ICD-10-CM. 3. HCPCS Level II. 4. Current Procedural Terminology (CPT) Basics. 5. Evaluation and Management. 6. Anesthesia and General Surgery. 7. Integumentary System. 8. Orthopedics. 9. Cardiology and the Cardiovascular System. 10. OB/GYN. 11. Radiology, Pathology, and Laboratory. 12. Medicine. 13. Modifiers: A Practical Understanding. 14. Billing and Collections. 15. Filing the Claim Form. 16. Payment for Professional Health Care Services, Auditing, and Appeals. Glossary. Index.

3-2-1 CODE IT! (WITH CENGAGE ENCODERPRO.COM DEMO PRINTED ACCESS CARD), 5E

Michelle A. Green

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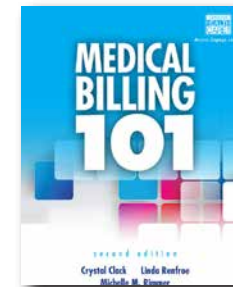
1. Overview of Coding. 2A. Introduction to ICD-9-CM Coding. 2B. Introduction to ICD-10-CM and ICD-10-PCS Coding. 3A. ICD-9-CM Coding Conventions. 3B. ICD-10-CM and ICD-10-PCS Coding Conventions. 4A. ICD-9-CM Coding Guidelines. 4B. ICD-10-CM and ICD-10-PCS Coding Guidelines. 5A. ICD-9-CM Hospital Inpatient Coding. 5B. ICD-10-CM and ICD-10-PCS Hospital Inpatient Coding. 6A. ICD-9-CM Physician Office and Outpatient Coding. 6B. ICD-10-CM Physician Office and Outpatient Coding. 7. HCPCS Level II National Coding. 8. Introduction to CPT Coding. 9. CPT Evaluation and Management. 10. CPT Anesthesia. 11. CPT Surgery I. 12. CPT Surgery II. 13. CPT Surgery III. 14. CPT Surgery IV. 15. CPT Surgery V. 16. CPT Radiology. 17. CPT Pathology and Laboratory. 18. CPT Medicine. 19. Insurance and Reimbursement. Appendix I. E/M CodeBuilder. Appendix II. Coding Practice Using www.EncoderPro.com. Bibliography. Glossary. Index. Quick Notes: Inpatient ICD-9-CM, ICD-10-CM and ICD-10-PCS Coding; Outpatient ICD-9-CM and ICD-10-CM Coding; CPT Coding.

MEDICAL BILLING 101, 2E

Michelle M. Rimmer, CHI; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington; Linda Renfroe, Instructor, Tacoma Community College, Tacoma, Washington

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Learn the basics of physician-based medical billing with MEDICAL BILLING 101, 2E. Clear and practical guidelines introduce you to the job responsibilities and basic processes in the medical billing world. Case studies and software tools like

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1. Your Job as a Physician-Based Medical Biller. 2. Health Insurance and the Identification Card. 3. The Codes (CPT, HCPCS Level II, ICD-9, ICD-10 and Modifiers). 4. The Forms (Patient Registration, Superbill, Hospital Sheet). 5. The 'Heart' of Medical Billing: the CMS-1500 Form. 6. Billing for Office Services and Procedures. 7. Billing for Inpatient and Nursing Facility Services. 8. Electronic Claims Submission and Clearinghouses. 9. EOBs and Payments. 10. Denials and Appeals. 11. Maintaining Accounts Receivable, Aging Reports, and Rebilling. 12. Collections and the State Insurance Commissioner. Appendix I: SimClaim Case Studies for the CMS-1500 Form. Appendix II: Forms.

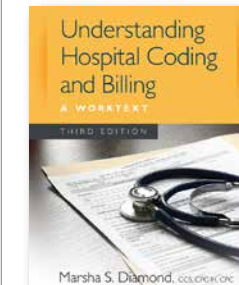
UNDERSTANDING HOSPITAL CODING AND BILLING, 3E

A Worktext

Marsha S. Diamond, CPC, CPC-H

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ebook



Packed with real-world applications, UNDERSTANDING HOSPITAL CODING AND BILLING: A WORKTEXT, 3e offers a comprehensive guide to both hospital billing and coding that helps students learn to create results with greater

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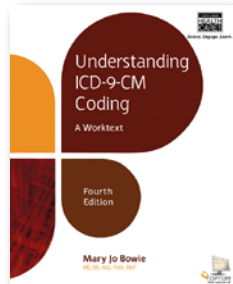
UNDERSTANDING ICD-9-CM CODING, 4E

A Worktext

Mary Jo Bowie; Regina M. Schaffer

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Gain confidence in ICD-9-CM diagnostic and procedure coding across medical specialties with this comprehensive, hands-on **w o r k t e x t**. UNDERSTANDING ICD-9-CM CODING: A WORKTEXT, 4th Edition has been fully updated to the latest code sets and guidelines for coding and reporting, with plenty of practice exercises, case studies, and full-color illustrations of anatomy and procedures to help you master ICD-9-CM coding. Includes a chapter on the coming transition to ICD-10-CM and ICD-10-PCS.

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SECTION I: INTRODUCTION TO CODING. 1. Introduction to Coding and Coding Professions. 2. An Overview of ICD-9-CM. 3. ICD-9-CM Volume Organization. 4. ICD-9-CM Coding Conventions and Steps in Coding. 5. Coding Guidelines. SECTION II: ICD-9-CM DIAGNOSTIC CODING. 6: Infectious and Parasitic Diseases. 7. Neoplasms. 8. Endocrine, Nutritional, and Metabolic Diseases and Immunity Disorders. 9. Diseases of the Blood and Blood-Forming Organs. 10. Mental Disorders. 11. Diseases of the Nervous System and Sense Organs. 12. Diseases of the Circulatory System. 13. Diseases of the Respiratory System. 14. Diseases of the Digestive System. 15. Diseases of the Genitourinary System. 16. Complications of Pregnancy, Childbirth, and Puerperium. 17. Diseases of the Skin and Subcutaneous Tissue. 18. Diseases of the Musculoskeletal System and Connective Tissue. 19. Congenital Anomalies. 20. Certain Conditions Originating in the Perinatal Period. 21. Symptoms, Signs, and Ill-Defined

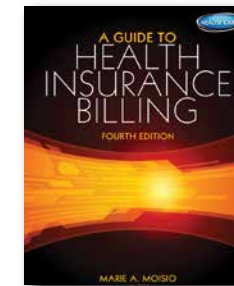
Conditions. 22. Injury and Poisoning. 23. V Codes-Supplementary Classification of Factors Influencing Health Status and Contact with Health Services. 24. E Codes-Supplementary Classification of External Causes of Injury and Poisoning. SECTION III: ICD-9-CM PROCEDURAL CODING. 25. Introduction to ICD-9-CM Coding. 26. Operations in the Nervous System. 27. Operations on the Endocrine System. 28. Operations on the Eye. 29. Operations on the Ear. 30. Operations on the Nose, Mouth, and Pharynx. 31. Operations on the Respiratory System. 32. Operations on the Cardiovascular System. 33. Operations on the Hemic and Lymphatic System. 34. Operations on the Digestive System. 35. Operations on the Urinary System. 36. Operations on the Male Genital Organs. 37. Operations on the Female Genital Organs. 38. Operations and Obstetrical Procedures. 39. Operations on the Musculoskeletal System. 40. Operations on the Integumentary System. 41. Miscellaneous Procedures and Interventions. 42. ICD-10-CM and ICD-10-PCS. Appendix A: ICD-9-CM Official Coding Guidelines for Coding and reporting. Appendix B: Anatomical Diagrams. Appendix C: Partial Answer Key to Textbook Exercises. Appendix D: Exercises for EncoderPro.

A GUIDE TO HEALTH INSURANCE BILLING (WITH PREMIUM WEBSITE, 2 TERM (12 MONTHS) PRINTED ACCESS CARD), 4E

Marie A. Moiso, MA, RHIA, Northern Michigan University (Emerita)

© 2014, 640pp, Paperback, 9781285193595

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Prepare for career success with this trusted introduction to the world of health insurance billing and the dynamic, growing field of health information management. A GUIDE TO HEALTH INSURANCE BILLING, Fourth Edition, provides a thorough, practical overview of key principles and current practices, from patient registration to claims submission. Now updated to reflect the latest trends, technology, terminology, legal and regulatory guidelines, and coding systems—including ICD-10—the new edition also features a dynamic full-color layout. The text also includes abundant exercises, examples, case studies, and activities focused on real-world applications, including step-by-step procedures for generating, processing, and submitting health insurance claims to commercial, private, and government insurance programs. An access code for SimClaim interactive online billing software is also provided; this program puts your skills to the test with case studies that require form completion.

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1. The Insurance Billing Specialist. 2. Legal Aspects of Insurance Billing. 3. Introduction to Health Insurance. 4. International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM/PCS). 5. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM). 6. Current Procedural Terminology (CPT) and Healthcare Common Procedure. 7. Developing An Insurance Claim. 8. Common CMS-

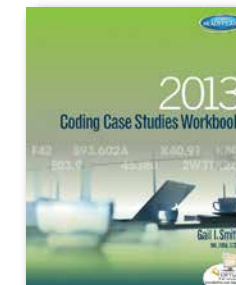
1500 Completion Guidelines: Private/Commercial Insurance. 9. Electronic Claims Submission. 10. UP-04 (CMS-1450) Completion Guidelines. 11. Blue Cross/Blue Shield. 12. Medicare. 13. Medicaid. 14. TRICARE and CHAMPVA. 15. Workers Compensation. Appendix A: Superiorland Clinic Practice Manual. Appendix B: Assignments: Case Study 2-1 Through Case Study 2-10. Appendix C: Abbreviations. References. Glossary. Index.

CODING CASE STUDIES WORKBOOK

Gail Smith, University of Cincinnati

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ebook



Emphasizing all code sets in all settings, the 2013 CODING CASE STUDIES WORKBOOK enables you to sharpen your skills using ICD-9-CM, ICD-10-CM, ICD-10-PCS, CPT and HCPCS. This comprehensive workbook provides a variety of exercises applicable to all healthcare settings—physician offices, ambulatory care, and hospitals. Written as short case studies, exercises include clinical concepts that reflect coding examples from current practice. The rich assortment of application exercises range from basic to the intermediate/advanced level. The book provides detailed rationales for selected answers. In addition, answers to the ICD-10-CM exercises highlight the key differences between ICD-9-CM and ICD-10-CM. Special “Coding Insights” features provide further guidance to support the coding decision-making process.

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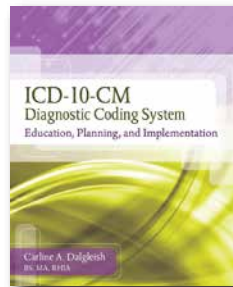
ICD-10-CM DIAGNOSTIC CODING SYSTEM

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Carline Dalgleish

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ICD-10-CM DIAGNOSTIC CODING SYSTEM fully prepares current and future medical coders for the transition to ICD-10-CM coding system that will go into effect on October 1, 2013. This comprehensive guide covers ICD-10-CM diagnostic coding, highlighting changes in terminology, functionality, guidelines, and conventions. Whether you need to understand and review the impact the transition will have on the industry, or if you need to learn to assign ICD-10 codes accurately, ICD-10-CM DIAGNOSTIC CODING SYSTEM will prepare you for the road ahead.

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1. ICD-10-CM History, Preview & Impacts. 2. HIPAA, ARRA/HITECH, 5010 Transactions & Code Sets. 3. General Equivalency Mapping (GEMS) /MS-DRG Conversion ICD-9 to ICD-10. 4. ICD-10-CM Layout, Conventions and General Guidelines 5. The Diagnostic Coding Process using ICD-10-CM. 6. ICD-10-CM: Coding by Body System, Chapters 1-4. 7. ICD-10-CM: Coding by Body System, Chapters 6-9. 8. ICD-10-CM: Coding by Body

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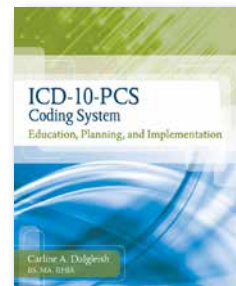
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Education, Planning and Implementation

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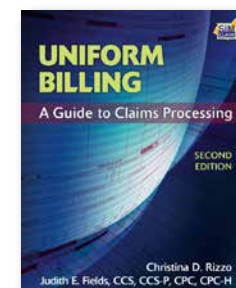
UNIFORM BILLING, 2E

A Guide to Claims Processing

Christina D. Rizzo; Judith Fields, Southeast Kentucky Community & Technical College

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ebook



UNIFORM BILLING: A GUIDE TO CLAIMS PROCESSING, 2e is your essential resource for learning in-patient and out-patient processing techniques. Whether used in an acute, subacute, long term care, specialty, or clinic facility, this learning tool shows you how to use UB-04 in any scenario. Its exercise-based format emphasizes practical application to help you efficiently absorb the material. Plus, the included access code for the SimClaim software allows you to practice completing claim forms electronically.

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Rates. 8. Coding and Reimbursement Systems. 9. Fraud, Abuse, HIPAA, and Patient's Rights. Appendices.

MEDICAL TRANSCRIPTION

HILLCREST MEDICAL CENTER, 8E

Healthcare Documentation and Medical Transcription
Patricia A. Ireland, Mildred Elley Online Online; Carrie Stein

© 2018, 396pp, Paperback, 9781305583924

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This innovative text uses a simulation approach to give readers interested in healthcare documentation and medical transcription careers a working knowledge of medical reports common in both acute and chronic care settings. Readers have

access to transcription of 107 patient medical reports, including 56 new reports exclusive to the Eighth Edition. This edition also features 20 new speech recognition technology/medical editing (SRT) reports, as well as information on electronic health records (EHRs), quality assurance (QA), and scribes to keep readers up-to-date on the latest advances in the field. Organized by body system, the text includes full-color anatomy and physiology illustrations to make medical terminology easier to master. In addition, the authors have included a review of proper formatting, grammar, and style in accordance with the AHDI's BOOK OF STYLE, and a master glossary list compiles key terms in one section for convenient study and quick reference.

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Preface. New to this Edition—Featured Items. Prerequisites. Course Description. Teaching Environment. Objectives. Student Text-Workbook. Audio Transcription Exercises. Supplements. Acknowledgments. About the Author. Supplements

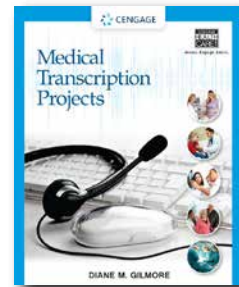
at a Glance. 1. Introduction. 2. Model Report Forms. 3. References. 4. Case Studies. Case Study 1: Reproductive System. Case Study 2: Gastrointestinal System. Case Study 3: Cardiopulmonary System. Case Study 4: Pediatric Orthopedics/Neurology Systems. Case Study 5: Psychology/Neurology System. Case Study 6: Reproductive System/Mammary Glands. Case Study 7: Orthopedics/Endocrine Systems. Case Study 8: Vascular/Renal Systems. Case Study 9: Orthopedics. Case Study 10: Respiratory System. 5. Quali-Care Clinic. 6. Speech Recognition Editing. Appendix. Proofreader's Marks. Challenging Medical Words/Phrases/Prefixes. Sample Patient History Form. The Lund-Browder Chart. Laboratory Test Information. Sample Forms for Ordering Laboratory Tests, Scheduling Radiology Tests, and Consults for Physical Therapy, Sleep Studies, etc. Building a Reference Library. Official "Do Not Use" List from The Joint Commission. Bibliography. Index.

MEDICAL TRANSCRIPTION PROJECTS

Diane M. Gilmore, Med-Line School of Medical Transcription, Lake Havasu City, Arizona

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ebook



Are you looking for a resource that provides a real-life, hands-on opportunity to participate in the document-production process of a typical healthcare provider? As a medical transcriptionist, you will be expected to transcribe patient information and documentation using highly specialized

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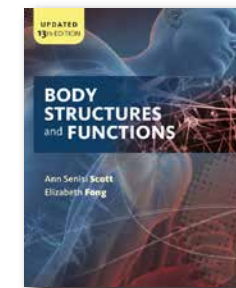
REFERENCES

BODY STRUCTURES AND FUNCTIONS UPDATED, 13E

Ann Senisi Scott, Mount Mercy College, Cedar Rapids, Iowa; Elizabeth Fong

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CENGAGE | MINDTAP ebook



Written and designed specifically for allied health students, **BODY STRUCTURES AND FUNCTIONS UPDATED, 13th edition**, equips you to the basics required for the study of the human body and how it functions. It provides a clear introduction

to life functions, medical terminology and phonetic pronunciations as well as a thorough review of human development and body processes. Diseases and disorders are integrated within each body system chapter to link physiology with anatomy. A media link feature connects you to 3-D anatomy, physiology and pathophysiology animations that bring chapter concepts to life, while detailed Career Profiles give you an inside look at the many health care professions available today. In addition, hands-on activities and case studies emphasize clinical applications, giving you a realistic view of situations you will face on the job. This edition is aligned with Precision Exams' Health Science Career Cluster.

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1. Introduction to the Structural Units. 2. Chemistry of Living Things. 3. Cells. 4. Tissues and Membranes. 5. Integumentary System. 6. Skeletal System. 7. Muscular System. 8. Central Nervous System. 9. Peripheral and Autonomic Nervous System. 10. Special Senses. 11. Endocrine System. 12. Blood. 13. Heart. 14. Circulation and Blood Vessels. 15. The Lymphatic System and Immunity. 16. Infection Control and Standard Precautions. 17. Respiratory System. 18. Digestive System. 19. Nutrition.

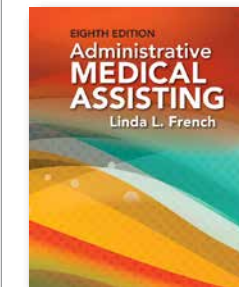
20. Urinary/Excretory System. 21. Reproductive System. 22. Genetics and Genetically Linked Diseases.

ADMINISTRATIVE MEDICAL ASSISTING, 8E

Linda L. French, Simi Valley Adult School and Career Institute

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Develop 21st century skills with **ADMINISTRATIVE MEDICAL ASSISTING, 8e!** This streamlined learning package delivers step-by-step procedures in front-office medical assisting along with the critical thinking and job skills you need to tackle allied health-

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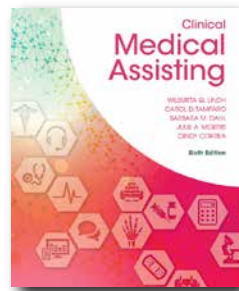
2: INTERPERSONAL COMMUNICATIONS. 4. The Art of Communication. 5. Receptionist and the Medical Office Environment. 6. Telephone Procedures. 7. Appointments. UNIT 3: RECORDS MANAGEMENT. 8. Filing Procedures. 9. Medical Records. 10. Drug and Prescription Records. UNIT 4: WRITTEN COMMUNICATIONS. 11. Written Correspondence. 12. Processing Mail and Electronic Correspondence. UNIT 5: FINANCIAL ADMINISTRATION. 13. The Revenue Cycle: Fees, Credit, and Collection. 14. Banking. 15. Bookkeeping. 16. Procedure Coding. 17. Diagnostic Coding. 18. Health Insurance Systems and Claim Submission. UNIT 6: MANAGING THE OFFICE. 19. Office Managerial Responsibilities. 20. Financial Management of the Medical Practice.

CLINICAL MEDICAL ASSISTING, 6E

Wilburta Q. Lindh, Highline Community College; Carol D. Tamparo; Barbara M. Dahl, Whatcom Community College, Bellingham, Washington; Julie Morris

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In today's dynamic health care environment, medical assistants are playing an increasingly important role. **CLINICAL MEDICAL ASSISTING**, Sixth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing

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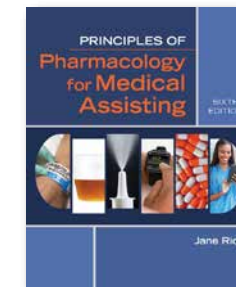
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PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTING, 6E

Jane Rice, Georgia Northwestern Technical College

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Written expressly for medical assistants by a medical assistant, **PRINCIPLES OF PHARMACOLOGY FOR MEDICAL ASSISTING, 6E** delivers CAAHEP/AAMA standards and competency-based objectives in an easy-to-understand

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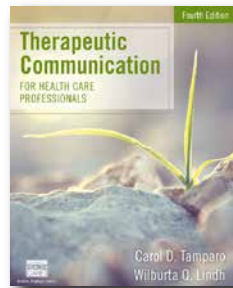
Medications That Affect the Nervous System. 28. Medications That Affect the Reproductive System. Appendix A: Alphabetical Listing of Websites for Additional Drug Information. Appendix B: Helpful Resources. Appendix C: Performance Checklists.

THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

Carol D. Tamparo; Wilburta Q. Lindh, Highline Community College

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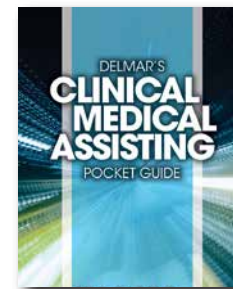
Therapeutic Communication. 3. Therapeutic Communication in Complementary Medicine. 4. The Helping Interview. 5. The Therapeutic Response Across the Life Span. 6. The Therapeutic Response to Stressed, Anxious, and Fearful Clients. 7. The Therapeutic Response to Angry, Aggressive, Abused, or Abusive Clients. 8. The Therapeutic Response to Depressed and/or Suicidal Clients. 9. The Therapeutic Response to Clients with Substance-Related and Addictive Disorders. 10. The Therapeutic Response to Clients with Life-Altering Illness. 11. The Therapeutic Response to Clients Experiencing Loss, Grief, Dying, and Death. Appendix A: Theories of Growth and Development. Appendix B: Defense Mechanisms.

DELMAR LEARNING'S CLINICAL MEDICAL ASSISTING POCKET GUIDE

Michelle Heller, CMA (AAMA), RMA, Columbus State Community College

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Delmar's CLINICAL MEDICAL ASSISTING POCKET GUIDE explores your medical assisting duties performed in offices and clinical settings today. Organized in a chart format for quick reference and easy reading, the book covers documentation,

terms and abbreviations, lab and x-ray procedures, commonly prescribed drugs, and much more—all in a convenient guide that can fit in a pocket. This ideal reference for ambulatory care also includes sections on OB-GYN and pediatric screening and procedures to prepare you for these specialized settings. Color-coded tabs identify the main units of the guide for quick and easy access.

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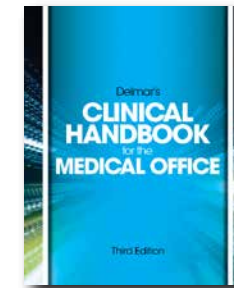
1. In-Office Screenings. 2. Routine Clinical Procedures Performed in the Medical Office (Non-Lab and Medication Procedures). 3. Pediatric Screenings and Procedures. 4. Assisting in an OB-GYN Practice. 5. Pharmacology. 6. Laboratory Normal Values and Procedures. 7. X-Ray/Diagnostic Examinations (Prep). 8. Emergency Procedures. 9. Abbreviations.

DELMAR LEARNING'S CLINICAL HANDBOOK FOR THE MEDICAL OFFICE, SPIRAL BOUND VERSION, 3E

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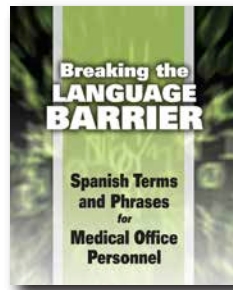
BREAKING THE LANGUAGE BARRIER

Spanish Terms and Phrases for Medical Office Personnel

Sandra Marmolejo Romero

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ebook



Designed as a quick reference, **BREAKING THE LANGUAGE BARRIER: SPANISH TERMS AND PHRASES FOR MEDICAL PERSONNEL** provides key medical terminology that makes it easier to communicate with the Spanish-speaking patient.

This is more than an English-Spanish translation dictionary, content includes bilingual information for greeting and scheduling, patient registration, intake and examinations, insurance and billing, referrals, protected health information, infection control, durable medical equipment, lab tests and special procedures, and health education—all in a convenient guide you can fit in your pocket! Full-color anatomical illustrations, labeled in Spanish and English, serve as a handy reference to help patients communicate their needs and concerns. Chapters open with an alphabetical list of common medical terms in English accompanied by Spanish translations. The chapters then address topic-related questions and phrases most commonly experienced by medical personnel when communicating with the patient. Color-coded tabs identify the four main units of the guide for quick and easy access.

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Health Information. Part IV: BACK OFFICE. 9. Vital Signs, Body Measurements, and Patient Intake. 10. In the Examination Room. 11. Infection Control. 12. Administration of Basic Treatments and Therapies with Medical Equipment and Supplies. 13. Laboratory Tests. 14. Special Procedures and Diagnostic Studies. 15. Diet and Medication Education. Index: English to Spanish. Index: Spanish to English.

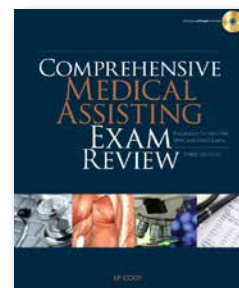
COMPREHENSIVE MEDICAL ASSISTING EXAM REVIEW, 3E

Preparation for the CMA, RMA and CMAS Exams

J. P. Cody, College of Southern Maryland

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ebook



Prepare for the CMA, RMA, or CMAS certification examination with **COMPREHENSIVE MEDICAL ASSISTING EXAM REVIEW**, Third Edition. The book includes test information and preparation sections, review content on general, administrative, and clinical topics, and pre- and post-test exams for each test type. The new edition conforms to the latest content outlines from the AAMA and AMT. The accompanying CD-ROM includes over 1,600 questions and is fully customizable for individual study needs. Delmar is a part of Cengage Learning.

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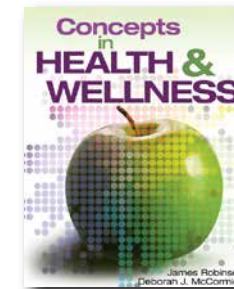
Development. 7. Professional Relations. 8. Health Care Law. 9. Health Care Ethics. SECTION IV: ADMINISTRATIVE KNOWLEDGE. 10. Information Management. 11. Front Office Management. 12. Financial Management. 13. Insurance Claims Management. 14. Facilities Management. 15. Operations Management. SECTION V: CLINICAL KNOWLEDGE. 16. Diagnostic & Treatment Services. 17. Surgical Care. 18. Pharmacology & Drug Therapy. 19. Emergency First Aid. 20. Clinical Laboratory Science. 21. Nutrition & Diet Therapy. SECTION VI: PRACTICE EXAMS—POST-TESTS. CMA SIMULATION TEST. RMA SIMULATION TEST. CMAS SIMULATION TEST.

CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University; Deborah J. McCormick, Ph.D., Northern Arizona University

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ebook



CONCEPTS IN HEALTH AND WELLNESS is an inviting and straightforward book that will provide you with essential personal health information you can use to develop a lifetime of wellness skills. It will help you develop the knowledge and motivation you need to

maintain wellness throughout adulthood and will provide you with meaningful literary support for class instruction. More importantly, this book will empower you with the skills to access credible health and wellness information now and in the years to come. Each chapter contains special features that enhance the textual material and engage the reader through application exercises.

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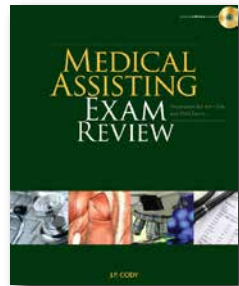
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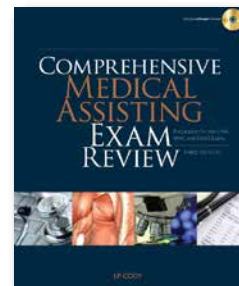
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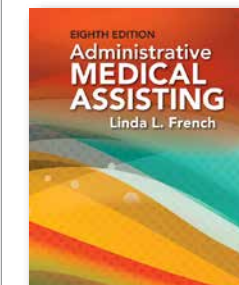
WRITING SKILLS

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Linda L. French, Simi Valley Adult School and Career Institute

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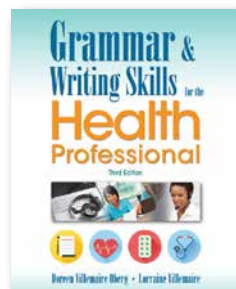
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MEDICAL LAB TECHNICIAN

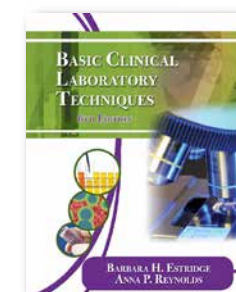
CLINICAL LABORATORY MANUALS

BASIC CLINICAL LABORATORY TECHNIQUES, 6E

Barbara H. Estridge, Auburn University; Anna P. Reynolds, Auburn University

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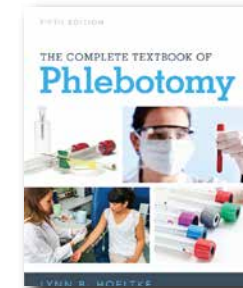
INTRODUCTION

THE COMPLETE TEXTBOOK OF PHLEBOTOMY, 5TH, 5E

Lynn B. Hoeltke, Eskenazi Health, Indianapolis, Indiana

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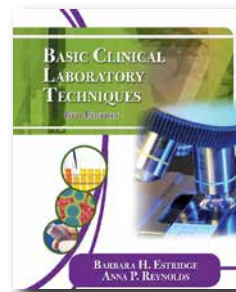
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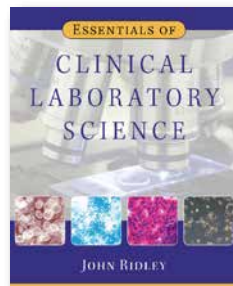
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ESSENTIALS OF CLINICAL LABORATORY SCIENCE

John Ridley

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Guide and organize the evolution of your clinical laboratory students from beginners into effective professionals by giving them this invaluable resource, *Essentials of Clinical Laboratory Science*. This text fosters critical thinking beyond just the basic procedures, creating a thorough awareness of the clinical laboratory responsibilities that students will have to themselves, to their patients, and to the facilities where they work. Coverage includes the organization of health care facilities, the laws and regulations that govern them, and common tasks and responsibilities for the numerous professional categories that comprise the health care industry. Safety for the laboratory employee, the patients, and the visitors are explained in detail. With an emphasis on efficiency, accuracy, and professionalism, this book serves up the essential ingredients for a holistic approach to laboratory science that augments the diagnosis and treatment of all patients.

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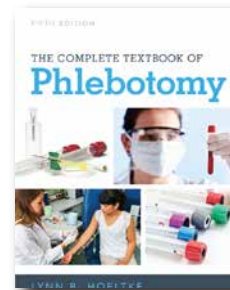
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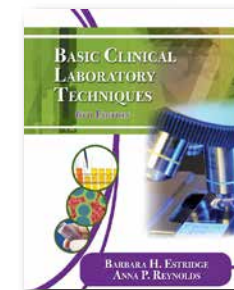
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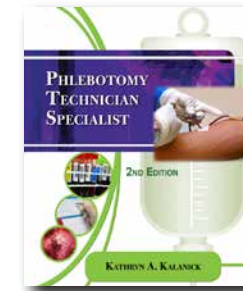
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PHLEBOTOMY TECHNICIAN SPECIALIST, 2E

Kathryn A. Kalanick

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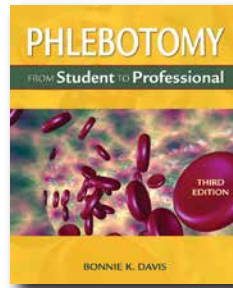
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From Student to Professional

Bonnie Karen Davis, MA, CLP, RPT, Pikes Peak Community College; Colorado Springs; Colorado

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Completely revised; Phlebotomy: From Student to Professional; 3rd Edition is a comprehensive resource that prepares you to enter the profession as a certified phlebotomist. Soft skills are emphasized with special attention focused on expectations not only in the

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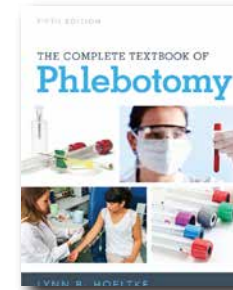
PHLEBOTOMY

THE COMPLETE TEXTBOOK OF PHLEBOTOMY, 5TH, 5E

Lynn B. Hoeltke, Eskenazi Health, Indianapolis, Indiana

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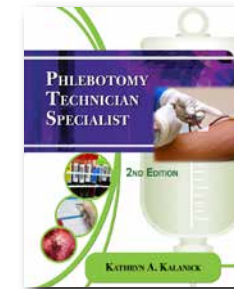
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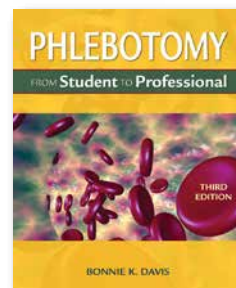
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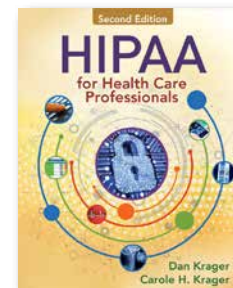
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HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, clearly explains the Health Insurance Portability and Accountability Act, including fundamentals, privacy, security, and common myths. This updated edition also shows you where and

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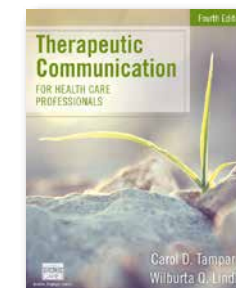
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

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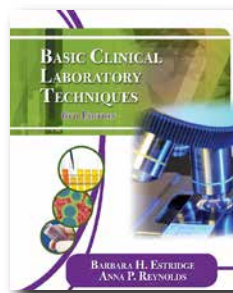
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MEDICAL TERMINOLOGY

COMPREHENSIVE MEDICAL TERMINOLOGY

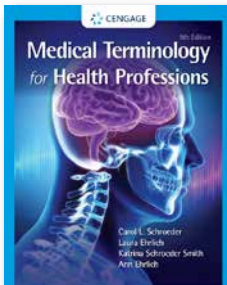
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MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS, SPIRAL BOUND VERSION, 9E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin; Laura Ehrlich, University of Rochester School of Nursing; Katrina Schroeder, Boston Children's Hospital

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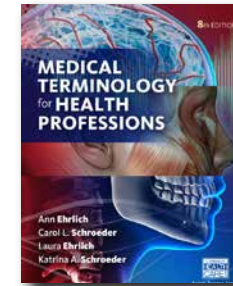
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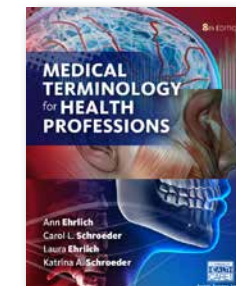
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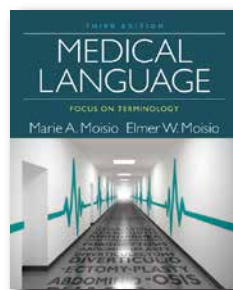
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MEDICAL LANGUAGE: FOCUS ON TERMINOLOGY, 3E

Marie A. Moiso, MA, RHIA, Northern Michigan University (Emerita); Elmer W. Moiso

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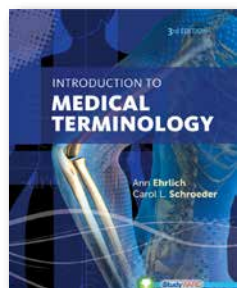
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INTRODUCTION TO MEDICAL TERMINOLOGY, 3E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin

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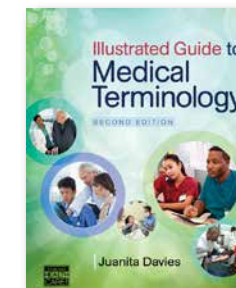
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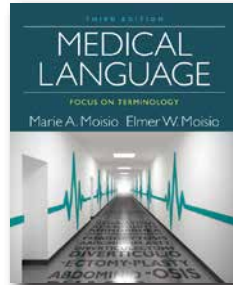
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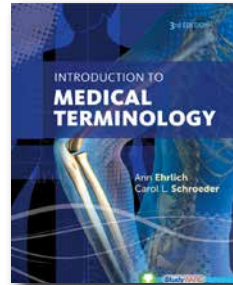
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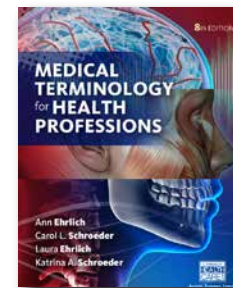
ONE-SEMESTER

MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS (HARDCOVER), 8E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin; Laura Ehrlich, University of Rochester School of Nursing; Katrina Schroeder, Boston Children's Hospital

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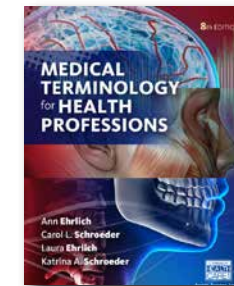
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MEDICAL TERMINOLOGY FOR HEALTH PROFESSIONS, SPIRAL BOUND VERSION, 8E

Ann Ehrlich, Goddard College; Carol L. Schroeder, University of Wisconsin; Laura Ehrlich, University of Rochester School of Nursing; Katrina Schroeder, Boston Children's Hospital

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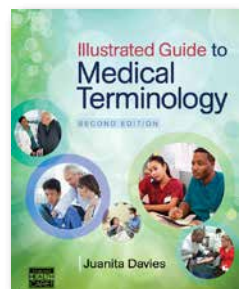
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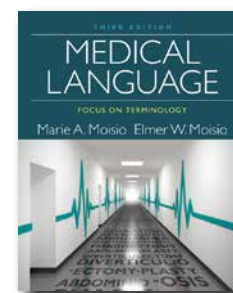
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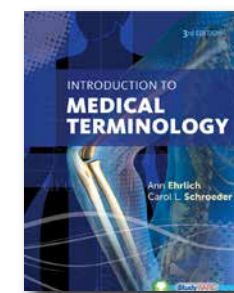
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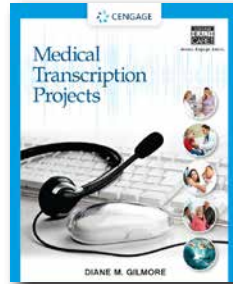
ADVANCED LEVEL

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BEGINNING LEVEL

HILLCREST MEDICAL CENTER, 8E

Healthcare Documentation and Medical Transcription
Patricia A. Ireland, *Mildred Elley Online Online; Carrie Stein*

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This innovative text uses a simulation approach to give readers interested in healthcare documentation and medical transcription careers a working knowledge of medical reports common in both acute and chronic care settings. Readers have

access to transcription of 107 patient medical reports, including 56 new reports exclusive to the Eighth Edition. This edition also features 20 new speech recognition technology/medical editing (SRT) reports, as well as information on electronic health records (EHRs), quality assurance (QA), and scribes to keep readers up-to-date on the latest advances in the field. Organized by body system, the text includes full-color anatomy and physiology illustrations to make medical terminology easier to master. In addition, the authors have included a review of proper formatting, grammar, and style in accordance with the AHDI’s BOOK OF STYLE, and a master glossary list compiles key terms in one section for convenient study and quick reference.

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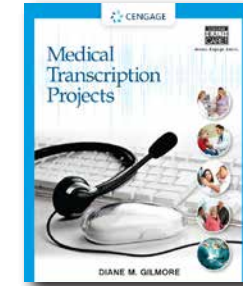
Preface. New to this Edition—Featured Items. Prerequisites. Course Description. Teaching Environment. Objectives. Student Text-Workbook. Audio Transcription Exercises. Supplements. Acknowledgments. About the Author. Supplements at a Glance. 1. Introduction. 2. Model Report Forms. 3. References. 4. Case Studies. Case Study 1: Reproductive System. Case Study 2: Gastrointestinal System. Case Study 3: Cardiopulmonary System. Case Study 4: Pediatric Orthopedics/Neurology Systems. Case Study 5: Psychology/Neurology System. Case Study 6: Reproductive System/Mammary Glands. Case Study 7: Orthopedics/Endocrine Systems. Case Study 8: Vascular/Renal Systems. Case Study 9: Orthopedics. Case Study 10: Respiratory System. 5. Quali-Care Clinic. 6. Speech Recognition Editing. Appendix. Proofreader’s Marks. Challenging Medical Words/Phrases/Prefixes. Sample Patient History Form. The Lund-Browder Chart. Laboratory Test Information. Sample Forms for Ordering Laboratory Tests, Scheduling Radiology Tests, and Consults for Physical Therapy, Sleep Studies, etc. Building a Reference Library. Official “Do Not Use” List from The Joint Commission. Bibliography. Index.

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NURSING

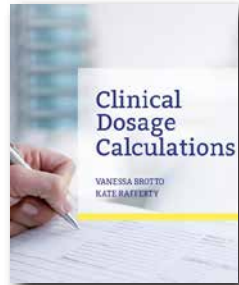
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CLINICAL DOSAGE CALCULATIONS, 3E

Vanessa Brotto, Deakin University; Kate Rafferty, Cobden District Health Service

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Clinical Dosage Calculations covers the important aspects of dosage calculations that you'll require to perform this essential part of clinical practice. It uses real-life cases, worked-out examples and real medication charts and labels to help you to learn the content. The text

starts with fundamental maths and familiarises you with medication charts and labels. It then moves on to chapters that cover specialist areas, allowing you to deepen your skills in a clinical context. Activities in each chapter introduce you to important concepts and you can test your overall knowledge with practice questions at the end of the text. New, print versions of this textbook come with bonus online study tools on the Got it! Dosage Calculations platform.

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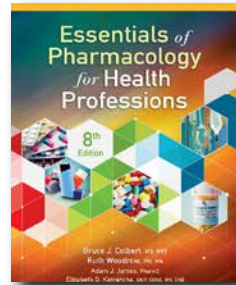
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ESSENTIALS OF PHARMACOLOGY FOR HEALTH PROFESSIONS, 8E

Bruce J. Colbert, University of Pittsburgh at Johnstown; Ruth Woodrow

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Best-selling ESSENTIALS OF PHARMACOLOGY FOR HEALTH PROFESSIONS, 8e is the ideal resource to help you prepare for licensed practical nursing, medical assisting, and other allied health careers. Focusing on “need to know” drug

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FOUNDATIONS OF NURSING: ENROLLED NURSES, 2E

Susan Gray; Leanne Ferris, Mater Education; Lois Elaine White, Del Mar College, Corpus Christi, TX; Gena Duncan, Lutheran College of Health Professions

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Designed for the Diploma of Nursing Foundations of Nursing, Enrolled Nurses, Australia and New Zealand edition helps you to complete the HLT54115 training package competencies, and aligns to the revised Standards for Practice for the Enrolled

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Bruce J. Colbert, *University of Pittsburgh at Johnstown; Ruth Woodrow*

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The study guide includes key learning objectives for each chapter, outlines of key sections, self-test questions, and sets of problems similar to those in the text to help you succeed in the course.

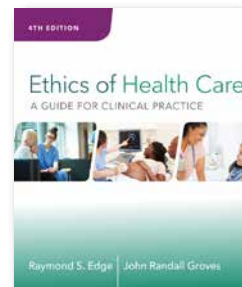
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Designed for students pursuing careers in a variety of health care programs, **ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e**, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

teaches you the language of the legal system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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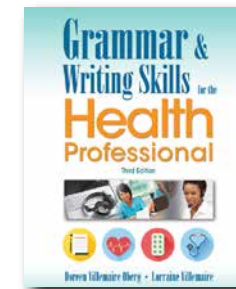
1. Introduction: Obligations of a Professional.
2. Human Value Development and the System of Public Law.
3. Decision Making in Value Issues and Private Law.
4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse.
5. Confidentiality and the Management of Health Care Information.
6. Justice and the Allocation of Scarce Resources.
7. Role Fidelity.
8. Reproductive Issues.
9. Decisions at the End of Life.
10. Health Care Ethics and the Near Future.

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3E

Doreen Villemaire; Lorraine Villemaire

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Extremely student friendly, **GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3e**, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable

resource the can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text's unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

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MODULE I. Section 1: Noun. Noun plurals. Function of nouns. Medical Assisting Creed of the AAMA statement of beliefs. Medical office correspondence. Section 2: Pronouns. Personal pronouns. Reflexive. Relative. Indefinite. Interrogative. Demonstrative. Pronoun-antecedent. Commonly confused pronouns. Office memorandum/memo. Email. Section 3: Verbs. Action. Being. Main verbs and helping verbs. Linking verbs. Transitive and intransitive. Gerunds. Infinitives. Verb tense. Regular and irregular verbs. Confusing and troublesome verbs. Use of verb tense. Voices of verbs. Moods of verbs. The Medical

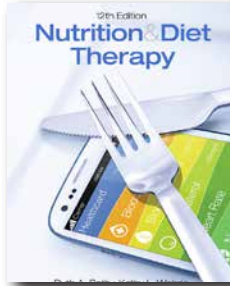
Record/Electronic Health Record (HER)/Electronic Medical Record (EMR). The American Health Information Management Association (AHIMA). The Joint Commission (TJC) and the Accreditation of Health Care Facilities. The Health Insurance Portability and Accountability Act (HIPAA). Section 4: Adjectives. Limiting. Interrogative and proper adjectives. Predicate and compound adjectives. Descriptive adjective. Degrees of adjectives. Troublesome adjectives. Eponyms. Medical reports. Radiology. Pathology. Discharge. Operative. Section 5: Adverbs. Adverbs as modifiers. Degrees of comparison. Irregular adverbs. Changing adjectives into adverbs. Negative adverbs. Double negatives. Placement of adverbs. Troublesome adverbs. Fax. Phone courtesy. Messages. Minutes of a meeting. MODULE 2. Section 6: The Sentence. Components. Independent and dependent clause. Phrases. Types of sentences. Classification of sentences. Effective sentences. Progress notes, charting. Section 7: Punctuation. Period. Exclamation mark. Question mark. Comma. Semicolon. Parenthesis. Dash. Hyphen. Apostrophe. Quotation marks. Medical reports. History and physical. Consultation. Section 8: Preposition, conjunction and paragraph. Compound prepositions. Prepositional modifiers. Problematic prepositions. Coordinating conjunctions. Correlative conjunctions. Subordinating conjunctions. Paragraphs types. Structure of the paragraph. Paragraph organization. Medical writing. Manuscripts and research. APA style. Promotional writing. MODULE 3. Section 9: Writing process. Prewriting. Writing and rewriting. Proofreading for final draft. Section 10: The Resume. Essentials of the resume/work-up. Contact information. Related skills. Education/awards/honors. Certification. Memberships/conferences. References. Objective. Keywords. Three types of resumes. Chronological resume. Functional resume. Hybrid/combination resume. Cover letter. Section 11: Appendix. Spelling rules. Capitalization rules. Number use. Clichés. Titles and salutations. Use of a thesaurus. Use of the English dictionary. Use of the medical dictionary.

NUTRITION & DIET THERAPY, 12E

Ruth A. Roth; Kathy L. Wehrle, Parkview Health, Fort Wayne, Indiana

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 CENGAGE | MINDTAP **ebook**



Providing a solid foundation, NUTRITION & DIET THERAPY, 12E delivers a completely up-to-date introduction to the essentials of nutrition concepts, good health, and client care. It equips you with the tools to more effectively help clients improve their nutrition and

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CONTENTS

1. The Relationship of Nutrition and Health. 2. Planning a Healthy Diet. 3. Digestion, Absorption, and Metabolism. 4. Carbohydrates. 5. Lipids (Fats). 6. Proteins. 7. Vitamins. 8. Minerals. 9. Water. 10. Nutrition during Pregnancy and Lactation. 11. Nutrition during Infancy. 12. Nutrition during Childhood and Adolescence. 13. Nutrition during Adulthood. 14. Weight Management across the Life Cycle. 15. Diet, Pre-Diabetes, and Diabetes. 16. Diet and Cardiovascular Disease. 17. Diet and Renal Disease. 18. Diet and Gastrointestinal Disorders. 19. Diet and Cancer. 20. Foodborne Illness, Allergies, and Intolerances. 21. Nutritional Care of Clients with Special Needs.

RESEARCH IN NURSING, MIDWIFERY AND ALLIED HEALTH, 6E

Evidence for Best Practice

Marilyn Richardson-Tench, Victoria University; Patricia Nicholson, Deakin University; Beverley Taylor, Southern Cross University; Stephen Kermode, Southern Cross University

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 **ebook**



Research in Nursing, Midwifery and Allied Health provides students with the theory to understanding research frameworks in nursing and allied health. Using practical examples, this text applies the theory to practice in a number of updated cases that reflect

students across the nursing, midwifery and allied health areas. The research framework introduced in the book has three different intersecting purposes: (i) to show students how to critically appraise existing research (ii) to show students how the results of research can be used in clinical practice to inform patient care (iii) to conduct their own research. The sixth edition includes more content than ever before linking research to evidence-based practice, helpfully sign posted throughout the text in new evidence-based practice boxes. Research in Nursing, Midwifery and Allied Health supports instructors as they guide new nursing researchers through the entire research process in a practical and easy to read step-by-step guide. The new four-colour design will be a welcome addition to Cengage's suite of Nursing texts.

CONTENTS

1. Research in nursing and health 2. Framing the research question 3. Finding and reviewing the literature 4. Critical appraisal of research 5. Developing the research proposal 6. Research methodologies – quantitative 7. Data analysis – quantitative 8. Research methodologies – qualitative 9. Management of qualitative data 10. Mixed

methods 11. Interpretation of research findings 12. Disseminating research findings 13. Applying research to practice

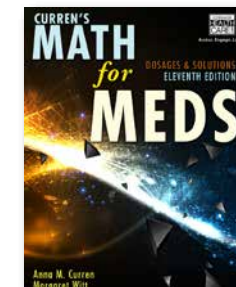
CURREN'S MATH FOR MEDS, 11E

Dosages and Solutions

Anna M. Curren; Margaret Witt

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Now in its 11th Edition, CURREN'S MATH FOR MEDS: DOSAGES AND SOLUTIONS is the preeminent authority on drug dosage calculations, ratio and proportion, and medication safety. Often imitated yet never equaled, the book delivers proven

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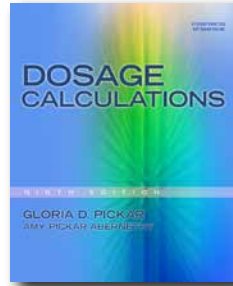
SECTION 1: REFRESHER MATH. 1. Relative Value, Addition and Subtraction of Decimals. 2. Multiplication and Division of Decimals. 3. Solving Common Fraction Equations. SECTION 2: INTRODUCTION TO DRUG MEASURES. 4. Metric, International (SI) System. 5. Unit, Percentage, Milliequivalent, Ratio, and Household Measures. SECTION 3: CALCULATING DOSAGES FROM MEDICATION LABELS AND SYRINGE CALIBRATIONS, AND SAFE MEDICATION ADMINISTRATION. 6. Oral Medication Labels. 7. Safe Medication Administration. 8. Hypodermic Syringe Measurement. 9. Reading Parenteral Medication Labels. 10. Reconstitution of Powdered Drugs. 11. Measuring Insulin Dosages. SECTION 4: DOSAGE CALCULATIONS. 12. Ratio and Proportion. 13. Dimensional Analysis/Units Conversion. 14. Formula Method. SECTION 5: DOSAGE CALCULATION FROM BODY WEIGHT AND BODY SURFACE AREA. 15. Adult and Pediatric Dosages Based on Body Weight. 16. Adult and Pediatric Dosages Based on Body Surface Area. SECTION 6: INTRAVENOUS CALCULATIONS. 17. Introduction to IV Therapy. 18. IV Flow Rate Calculation. 19. Calculating IV Infusion and Completion Times. 20. IV Medication and Titration Calculations. 21. Heparin Infusion Calculations. SECTION 7: PEDIATRIC MEDICATION CALCULATIONS. 22. Pediatric Oral and Parenteral Medications. 23. Pediatric Intravenous Medications.

DOSAGE CALCULATIONS, 9E

Gloria D. Pickar, RN, EdD; Amy Pickar Abernethy, MD, Duke University

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The best-selling dosage calculations book on the market, Gloria Pickar's **DOSAGE CALCULATIONS, 9th Edition** features the three-step approach to basic and advanced Formula Method calculations that nursing and other health care

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Part I: MATHEMATICS REVIEW. 1. Fractions and Decimals. 2. Ratios, Percents, Simple Equations, and Ratio-Proportion. Part I Self-Evaluation. Mathematics Diagnostic Evaluation. Part II: MEASUREMENT SYSTEMS, DRUG ORDERS, AND DRUG LABELS. 3. Systems of Measurement. 4. Conversions: Metric, Apothecary, and Household Systems. 5. Conversions for Other Clinical Applications: Time and Temperature. 6. Equipment Used in Dosage Measurement. 7. Interpreting Drug Orders. 8. Understanding Drug Labels. 9. Preventing Medication Errors. Part II Self-Evaluation. Part III: DRUG DOSAGE CALCULATIONS. 10. Oral Dosage of Drugs. 11. Parenteral Dosage of Drugs. 12. Reconstitution of Solutions. 13. Alternative Dosage Calculation Methods: Ratio-Proportion and Dimensional

Analysis. 14. Pediatric and Adult Dosages Based on Body Weight. Part III Self-Evaluation. Part IV: **ADVANCED CALCULATIONS**. 15. Intravenous Solutions, Equipment, and Calculations. 16. Body Surface Area and Advanced Pediatric Calculations. 17. Advanced Adult Intravenous Calculations. Section IV Self-Evaluation.

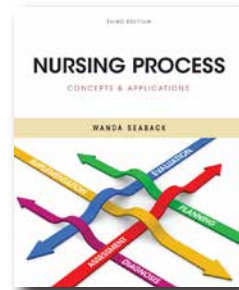
NURSING PROCESS, 3E

Concepts and Applications

Wanda Walker Seaback, Texas A&M University Health Science Center College of Nursing

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Practical, applied, and contemporary, **NURSING PROCESS: CONCEPTS AND APPLICATION, 3rd Edition** provides students with a thorough step-by-step approach to the nursing process. The third edition clearly examines the nurse's role and responsibilities , as

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1. Nursing Process Overview. 2. Nursing Diagnosis. 3. Assessment. 4. Planning and Outcome Identification. 5. Implementation. 6. Evaluation. 7. Putting it all together. 8. Basics of Concept Mapping.

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Concepts and Applications, International Edition

Wanda Walker Seaback, Texas A&M University Health Science Center College of Nursing

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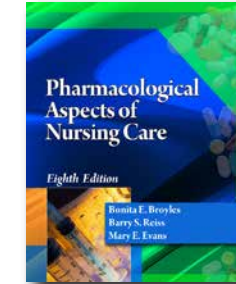
1. Nursing Process Overview. 2. Nursing Diagnosis. 3. Assessment. 4. Planning and Outcome Identification. 5. Implementation. 6. Evaluation. 7. Putting it all together. 8. Basics of Concept Mapping.

PHARMACOLOGICAL ASPECTS OF NURSING CARE, 8E

Bonita E. Broyles; Barry S. Reiss, Albany College of Pharmacy, Albany, New York (Retired); Mary E. Evans, University of Southern Florida, College of Nursing

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Now in its eighth edition, **PHARMACOLOGICAL ASPECTS OF NURSING CARE** is a trusted resource for understanding the drugs utilized most frequently in patient care settings. Following a thorough introduction to drugs and their therapies, the book

moves through the major drug classifications according to clinical use or the body systems they treat, integrating specific nursing practices and protocols along the way. Known for an easy-to-read writing style, logical organization, and advanced critical thinking features, the eighth edition of **PHARMACOLOGICAL ASPECTS OF NURSING CARE** includes helpful StudyWARE™ online, and coordinates with an expanded supplement package loaded with robust tools and technology designed to enhance your understanding of the material and success in your course.

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Section I: INTRODUCTION TO DRUGS AND DRUG ADMINISTRATION. 1. Drugs/Agents and Factors Affecting their Action. 2. Principles and Methods of Drug Administration. 3. Intravenous Drug Therapy. 4. Calculating Medication Dosages. 5. Drug Therapy for Pediatric Clients. 6. Drug Therapy for Older Adults. Section II: AGENTS THAT INTERFERE WITH MICROBIAL GROWTH. 7. Antibacterial Agents and Antiviral Agents. 8. Antifungal Agents and Antiparasitic Agents. 9. Antiseptics and Disinfectants. SECTION III: AGENTS USED TO CONTROL PAIN AND INFLAMMATION. 10. Analgesics and Antipyretics. 11. Anesthetics. 12. Anti-inflammatory Agents. 13. Agent Used to Treat

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Immunization Schedules. Appendix 3: Approximate Normal Laboratory Values for Adults. Appendix 4: Common Food/Drug/Herbal Interactions. Appendix 5: I.S.M.P.'s List of High-Alert Medications. Appendix 6: I.S.M.P.'s List of Error-Prone Abbreviations, Symbols, and Dose Designations. Appendix 7: The Joint Commission Official 'Do Not Use' List. Appendix 8: Abbreviations Commonly Found in Medication Prescriptions. Appendix 9: Spanish and French Translations of Common Medication Instructions.

PHARMACOLOGICAL ASPECTS OF NURSING CARE, INTERNATIONAL EDITION, 8E

Bonita E. Broyles; Barry S. Reiss, Albany College of Pharmacy, Albany, New York (Retired); Mary E. Evans, University of Southern Florida, College of Nursing

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Now in its eighth edition, PHARMACOLOGICAL ASPECTS OF NURSING CARE, International Edition is a trusted resource for understanding the drugs utilized most frequently in patient care settings. Following a thorough introduction to drugs and

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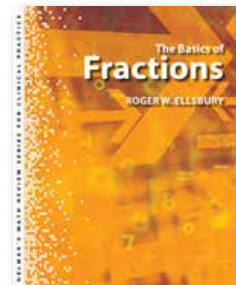
DELMAR'S MATH REVIEW SERIES FOR HEALTH CARE PROFESSIONALS

The Basics of Fractions

Roger Ellsbury, Goodwin College, East Hartford, Connecticut

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ebook



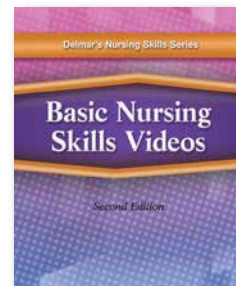
Delmar's Math Review Series for Health Care Professionals is the ideal resource for students, those just entering the health care field, and for practicing health care professionals who need to review mathematical concepts and take their basic arithmetic

skills to the next level and is the perfect companion to any dosage calculations book! Designed as small modules of topic-specific math content, readers enjoy the flexibility to choose the areas they want to study. Additionally, the books in the series can be used in a classroom or online class setting, where an instructor presents the material and students practice the concepts presented, or as supplemental resource for those wishing to review the concepts on their own. The instructional sections are presented in a clear and straightforward manner enhancing the reader's learning experience. The emphasis is on a basic presentation of the concepts with numerous examples and their explanations to illustrate their various aspects. There are many opportunities for the reader to practice the concepts; and answers and explanations to the questions are included, so the reader can immediately check their answer and remediate as necessary.

DELMAR'S NURSING SKILLS SERIES: BASIC NURSING SKILLS DVD, 2E

Delmar

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As a part of a comprehensive skills series, Delmar's Nursing Skills Series: Basic Nursing Skills Videos, Second Edition contains approximately 150 minutes of step-by-step video on basic nursing skills. This video series is an essential clinical tool for learning and

reviewing basic nursing skills and will provide you with comprehensive coverage of basic skills from physical assessment to specimen collection. These are the perfect addition to any nursing program and are a critical component in the overall package of fundamentals offerings, including the theory and skills texts.

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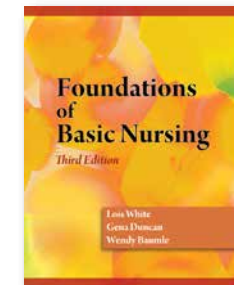
1. Vital Signs.
2. Infection Control and Bathing.
3. Personal Care.
4. Physical Assessment.
5. Aiding Client Movement.
6. Bed Making & Restraints.

FOUNDATIONS OF BASIC NURSING, 3E

Lois Elaine White, Del Mar College, Corpus Christi, TX; Gena Duncan, Lutheran College of Health Professions; Wendy Baumle, James A. Rhodes State College, Lima, Ohio

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ebook



STUDENT DESCRIPTION
FOUNDATIONS OF BASIC NURSING lays the foundation of introductory material for a practical or vocational nursing course of study. The text focuses on fundamental concepts such as holistic care, legal responsibilities,

communication, and client teaching. Step-by-step basic, intermediate and advanced nursing procedures are presented with full color photos and figures further illustrating the skill. New chapters to this edition include a chapter on self-concept and the promotion of physical and mental wellness, as well as a chapter on spirituality. Abundant special features, NCLEX style questions, and the loaded new StudyWARE CD-ROM make this an engaging, student-friendly text

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3. Nursing History, Education, and Organizations.
4. Legal and Ethical Responsibilities.
- Unit 2 - The Health Care Environment.
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- Unit 3 - Communication.
7. Communication.
8. Client Teaching.
9. Nursing Process/Documentation/Informatics.
- Unit 4 - Developmental and Psychosocial Concerns.
10. Lifespan Development.
11. Cultural Considerations.
12. Stress, Adaptation, and Anxiety.
13. Loss, Grief, and Death.
- Unit 5 - Health Promotion.
14. Wellness Concepts.
15. Self-concept (NEW).
16. Spirituality (NEW).
17. Complementary/Alternative Therapies.
18. Basic Nutrition.
19. Rest and Sleep.
20. Safety/Hygiene.
- Unit 6 - Infection Control.
21. Infection Control/Asepsis.
22. Standard

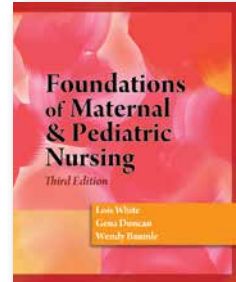
Precautions and Isolation. 23. Bioterrorism (NEW). Unit 7 - Fundamental Nursing Care. 24. Fluid, Electrolyte, and Acid-Base Balance. 25. Medication Administration and IV Therapy. 26. Assessment. 27. Pain Management. 28. Diagnostic Tests. Unit 8 - Nursing Procedures. 29. Basic Procedures. 30. Intermediate Procedures. 31. Advanced Procedures. Appendix A. NANDA Nursing Diagnoses 2009-2011. Appendix B. Recommended Childhood and Adolescent Immunization Schedule. Appendix C. Abbreviations, Acronyms, and Symbols. Appendix D. English/Spanish Words and Phrases. Glossary. Index.

FOUNDATIONS OF MATERNAL & PEDIATRIC NURSING, 3E

Lois Elaine White, Del Mar College, Corpus Christi, TX; Gena Duncan, Lutheran College of Health Professions; Wendy Baumle, James A. Rhodes State College, Lima, Ohio

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FOUNDATIONS OF MATERNAL & PEDIATRIC NURSING 3rd EDITION is a user-friendly text that covers prenatal care, complications of pregnancy, birth, postpartum care, and newborn care. Childrearing from birth through 18 years of age is also covered. Each

chapter contains a Case Study with critical thinking questions designed to assist the reader through the nursing process and to develop a customized plan of care for the client in the scenario. Abundant special features, NCLEX style questions, and the loaded new StudyWARE CD-ROM make this an engaging, student-friendly text.

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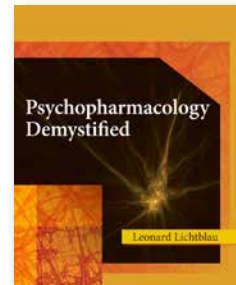
1. Prenatal Care. 2. Complications of Pregnancy. 3. The Birth Process. 4. Postpartum Care. 5. Newborn Care. 6. Basics of Pediatric Care. 7. Infants with Special Needs. 8. Common Childhood Disorders. Appendix A. Nanda Nursing Diagnoses 2009-2011. Appendix B. Recommended Childhood and Adolescent Immunization Schedule. Appendix C. Abbreviations, Acronyms, and Symbols. Appendix D. English/Spanish Words and Phrases. Glossary. Index.

PSYCHOPHARMACOLOGY DEMYSTIFIED

Leonard Lichtblau, University of Minnesota, School of Nursing and College of Pharmacy

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ebook



The goal of Psychopharmacology Demystified is to give you a unique, focused approach to a weighty topic – pharmacological management of mental illness. Rather than another dense tome of doses, schedules, and routes that

can easily be looked up in standard nursing handbooks, the author succinctly explains difficult ideas in ways that hit home. The book uses a combination of personal insight and current clinical and research data to cover a wide range of psychopharmacological agents for depression, bipolar disorder, schizophrenia, anxiety, insomnia, ADHD and Alzheimer's disease. It also addresses addiction, which is often co-morbid with mental illness. The book, covering a very complex topic, is written in a understandable for nursing students to comprehend. While it can be used as a free-standing text, it is meant to be used in conjunction with more traditional psychiatric nursing and pharmacotherapy textbooks.

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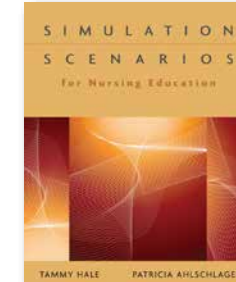
1. Neuroanatomy and Neurophysiology. 2. Pharmacotherapy of Depression. 3. Pharmacotherapy of Bipolar Disorder. 4. Antipsychotic Pharmacotherapy. 5. Cognitive Enhancers. 6. Anxiolytic, Sedative and Hypnotic Pharmacotherapy. 7. Neurobiology of Addiction.

SIMULATION SCENARIOS FOR NURSING EDUCATION

Tammy J. Hale, Minnesota State Community and Technical College; Patricia M. Ahlschlager, Minnesota State Community and Technical College

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SIMULATION SCENARIOS FOR NURSING EDUCATION, 1E is a unique and innovative resource for incorporating simulation scenarios into both an LPN/LVN and RN nursing curriculum. This book contains ten pre-written scenarios for use with any simulation device in any simulation lab. The student work text provides all necessary information needed by students for simulation preparation and completion, as well as a case study to encourage critical thinking. Each dynamic scenario provides goals/objectives, patient data, instruction on simulation preparation, a list of patient medications and the simulation scenario with student simulation roles and a grading rubric

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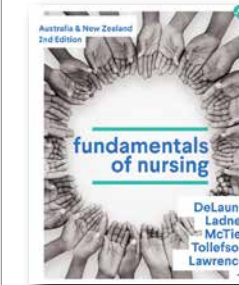
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FUNDAMENTALS OF NURSING: AUSTRALIA & NZ EDITION, 2E

Sue Carter DeLaune; Lauren McTier; Joanne Tollefson, James Cook University (Retired); Ms Joanne Lawrence

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Fundamentals of Nursing covers nursing concepts, skills and standards of practice to help you learn and think critically. It also highlights research and evidence-based practice to prepare you for delivering care. With up-to-date coverage of the new

Registered Nurse Standards of Practice (2016), the text gets you to assess your own nursing practice and apply what you've learnt in class to real-life, clinical settings. Complemented by the best-selling Clinical Psychomotor Skills: Assessment tools for Nursing by Joanne Tollefson and Elspeth Hillman. A value pack of these two texts is available for you to purchase.

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UNIT 1 Nursing perspectives: past, present and future 1 Evolution of nursing theory and education 2 Research and evidence-based practice 3 Health care delivery UNIT 2 Nursing process: the standard of care 4 Critical thinking, decision making, and the nursing process 5 Assessment 6 Problem identification 7 Planning 8 Implementation 9 Evaluation UNIT 3 Professional accountability 10 Leadership and delegation 11 Legal and ethical responsibilities 12 Documentation and informatics UNIT 4 Promoting health 13 Nursing, healing, and caring 14 Communication 15 Health and wellness promotion 16 Family and community health 17 The life cycle 18 Paediatric care 19 The older adult 20 Palliative care 21 Cultural diversity 22 Aboriginal and Torres Strait Islander health 23 Rural and remote health 24 Health care education UNIT 5 Responding to basic psychosocial needs 25 Self-concept 26 Stress, anxiety, adaptation, and

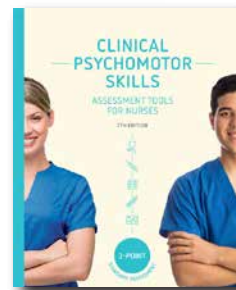
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CLINICAL PSYCHOMOTOR SKILLS (3-POINT): ASSESSMENT TOOLS FOR NURSES, 7E

Joanne Tollefson, James Cook University (Retired); Elspeth Hillman, James Cook University

© 2019, 536pp, Paperback, 9780170410786

ebook



Clinical Psychomotor Skills: Assessment Tools for Nurse offers you a unique blend of solid theoretical knowledge, linking it to clinical practice. The combined theory and workbook text covers the key clinical skills and knowledge that you need and facilitates your

development of competencies that fulfil the required standards. This edition uses the 3-point Standard Assessment Scale. The inclusion to this edition of five additional skills, the latest evidence-based material from nursing and associated literature, and reflecting The Nursing and Midwifery Board of Australia's Registered Nurse Standards for Practice, make this the essential guide for students of registered nursing programs. New, print versions of this book come with bonus online study tools on the CourseMate Express platform Learn more about the online tools cengage.com.au/learning-solutions

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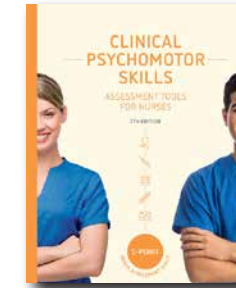
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CLINICAL PSYCHOMOTOR SKILLS (5-POINT): ASSESSMENT TOOLS FOR NURSES, 7E

Joanne Tollefson, James Cook University (Retired); Elspeth Hillman, James Cook University

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Clinical Psychomotor Skills: Assessment Tools for Nurses offers you a unique blend of solid theoretical knowledge, linking it to clinical practice. The combined theory and workbook text covers the key clinical skills and knowledge that you need

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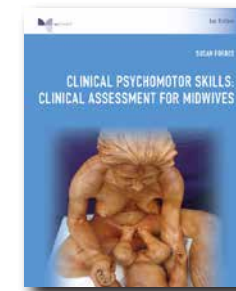
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PP1050 - CLINICAL PSYCHOMOTOR SKILLS: CLINICAL ASSESSMENT FOR MIDWIVES

Susan Forbes, University of Newcastle

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This text guides the consumer wherever demonstration, teaching, assessing and evaluation of specific midwifery skills and knowledge are required. The assessment tools have application in many settings and situations, both structured and non-structured learning environments, and offers industry and education providers reassurance about the quality and safety of midwifery care provision. The text delivers professionally agreed performance criteria to education providers and industry partners as the competency tools to assess midwifery skills against the standards for practice defined as necessary by the Nursing and Midwifery Board of Australia. It also provides evidence of, or confirmation of, progress in midwifery skill attainment, practices that require development and a useful tool for the learner to evaluate and reflect upon their midwifery practice. This customised eBook has been created with the content you need for your studies. Due to the process used to produce this customised eBook, it doesn't offer the same functionality available in other Cengage eBooks, including read aloud and copy text.

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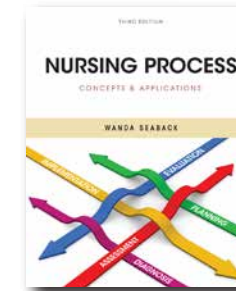
NURSING PROCESS, 3E

Concepts and Applications

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Practical, applied, and contemporary, NURSING PROCESS: CONCEPTS AND APPLICATION, 3rd Edition provides students with a thorough step-by-step approach to the nursing process. The third edition clearly examines the nurse's role and responsibilities, as well as, explains, demonstrates, and tests each part of the nursing process to provide students with a logical approach that can be used independently or in a group setting. Updated student activities, case studies and a new chapter on Concept Mapping ensures that students are well prepared for their future careers.

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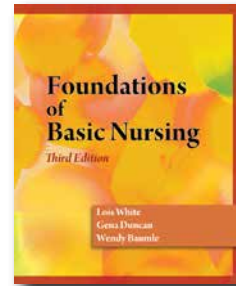
1. Nursing Process Overview. 2. Nursing Diagnosis. 3. Assessment. 4. Planning and Outcome Identification. 5. Implementation. 6. Evaluation. 7. Putting it all together. 8. Basics of Concept Mapping.

FOUNDATIONS OF BASIC NURSING, 3E

Lois Elain White, Del Mar College, Corpus Christi, TX; Gena Duncan, Lutheran College of Health Professions; Wendy Baumle, James A. Rhodes State College, Lima, Ohio

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STUDENT DESCRIPTION FOUNDATIONS OF BASIC NURSING lays the foundation of introductory material for a practical or vocational nursing course of study. The text focuses on fundamental concepts such as holistic care, legal responsibilities,

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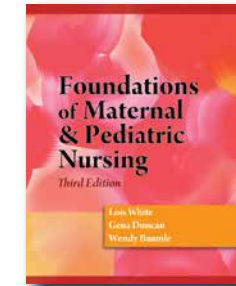
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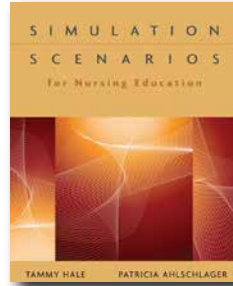
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SIMULATION SCENARIOS FOR NURSING EDUCATION

Tammy J. Hale, *Minnesota State Community and Technical College*; Patricia M. Ahlschlager, *Minnesota State Community and Technical College*

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PATIENT EDUCATION

END OF LIFE CARE: A CARE WORKER HANDBOOK

MORRIS/COLLIER

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Working with people toward the end of their lives? Training in End of Life Care? You don't have to go it alone! Caring for people at the end of life is one of the most challenging and rewarding roles in Health and Social Care. But with a range of awards, certificates

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1. Principles of working in end of life care 2. Managing symptoms in end of life care 3. Understand Advance Care Planning 4. Support the spiritual well being of individuals 5. Support individuals with loss and

grief before death 6. Support individuals during the last days of life 7. Support individuals with specific communication needs 8. Care of a deceased person

RN

MENTAL HEALTH NURSING

Gylo Hercelinskyj, *ACU, Melbourne*; Louise Alexander, *ACU, Melbourne*

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Mental Health Nursing: Applying Theory to Practice covers how you treat and manage people suffering from mental illness. You'll learn how to work practically, and how to carry out a Mental State Examination (MSE) and risk assessment.

You'll also go through the Mental Health Act (2014). The text outlines contemporary issues relating to a range of disorders, and links diagnostic criteria with practice and critical thinking. Also covered is the therapeutic use of self when providing care.

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Section 1: Underpinnings of mental health nursing 1. Mental health nursing – then and now 2. Theoretical frameworks underpinning practice 3. Ethics, law and mental health nursing practice 4. Treatment modalities utilised in contemporary mental health service delivery 5. Mental health nursing as a therapeutic process 6. Using evidence to guide mental health nursing practice Section 2: The clinical context of practice 7. Assessment and Diagnosis 8. Schizophrenia spectrum and other psychotic disorders 9. Bipolar and related disorders 10. Depressive disorders 11. Anxiety disorders 12. Personality disorders 13. Eating disorders 14. Substance-related and addictive disorders 15. Neurodevelopmental disorders 16. Neurocognitive

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SHORTELL & KALUZNY'S HEALTH CARE MANAGEMENT, 7E

Organization Design and Behavior

Lawton Burns, *Wharton School, University of Pennsylvania*; Elizabeth Bradley, *Vassar College*; Bryan Weiner, *Yale School of Public Health*

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Confidence. Leadership skills. Insights from health care pros. To manage health care organizations, you need it all. SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR was written by a "who's who" of

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SCUTCHFIELD AND KECK'S PRINCIPLES OF PUBLIC HEALTH PRACTICE, 4E

Paul C. Erwin, MD, DPH, University of Tennessee, Knoxville, TN;
R.C. Brownson, Washington University

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PRINCIPLES OF PUBLIC HEALTH PRACTICE, Fourth Edition explores how public health departments offer and manage services through community and government organizations, along with related careers. Written and edited by

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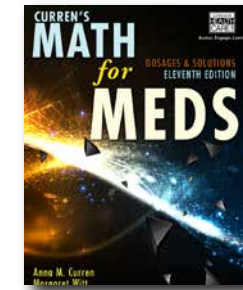
CURREN'S MATH FOR MEDS, 11E

Dosages and Solutions

Anna M. Curren; Margaret Witt

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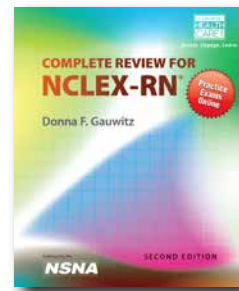
FROM MEDICATION LABELS AND SYRINGE CALIBRATIONS, AND SAFE MEDICATION ADMINISTRATION. 6. Oral Medication Labels. 7. Safe Medication Administration. 8. Hypodermic Syringe Measurement. 9. Reading Parenteral Medication Labels. 10. Reconstitution of Powdered Drugs. 11. Measuring Insulin Dosages. SECTION 4: DOSAGE CALCULATIONS. 12. Ratio and Proportion. 13. Dimensional Analysis/Units Conversion. 14. Formula Method. SECTION 5: DOSAGE CALCULATION FROM BODY WEIGHT AND BODY SURFACE AREA. 15. Adult and Pediatric Dosages Based on Body Weight. 16. Adult and Pediatric Dosages Based on Body Surface Area. SECTION 6: INTRAVENOUS CALCULATIONS. 17. Introduction to IV Therapy. 18. IV Flow Rate Calculation. 19. Calculating IV Infusion and Completion Times. 20. IV Medication and Titration Calculations. 21. Heparin Infusion Calculations. SECTION 7: PEDIATRIC MEDICATION CALCULATIONS. 22. Pediatric Oral and Parenteral Medications. 23. Pediatric Intravenous Medications.

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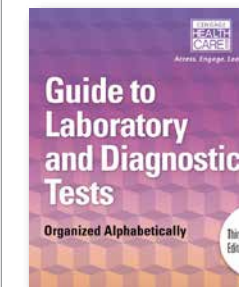
DELMAR'S GUIDE TO LABORATORY AND DIAGNOSTIC TESTS, 3E

Organized Alphabetically

Rick Daniels, Oregon Health and Science University

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GUIDE TO LABORATORY AND DIAGNOSTIC TESTS: ORGANIZED ALPHABETICALLY, Third Edition, provides essential information on more than 600 lab and diagnostic tests within a single, convenient volume. This all-in-one resource presents detailed,

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HEALTH ASSESSMENT AND PHYSICAL EXAMINATION, INTERNATIONAL EDITION (WITH PREMIUM WEB SITE PRINTED ACCESS CARD), 5E

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Julia Russell, Lecturer in Psychology at Glyndwr University;
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Now in its second edition, *An Introduction to Psychology for Health Carers* provides an accessible grounding for all nursing and health care students who have little previous experience of studying psychology, but who within their first year courses need to quickly understand

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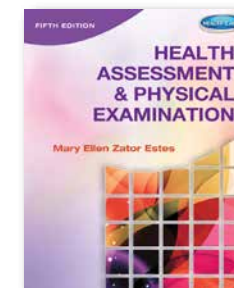
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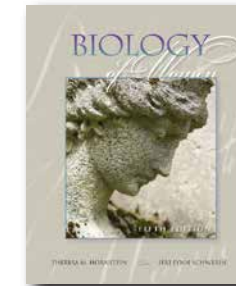
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BIOLOGY OF WOMEN, 5E

Theresa Hornstein, Lake Superior College, MN; Jeri Lynn Schweirin, Lake Superior College, MN

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Centered on the health of the human female throughout her lifespan, **BIOLOGY OF WOMEN, 5th Edition** continues to provide the most relevant discussion of women's physiology, biology and overall health on the market today. The authors have crafted a

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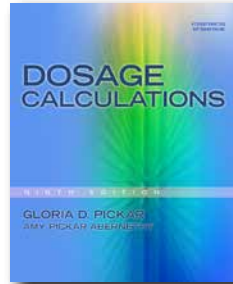
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DOSAGE CALCULATIONS, 9E

Gloria D. Pickar, RN, EdD; Amy Pickar Abernethy, MD, Duke University

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The best-selling dosage calculations book on the market, Gloria Pickar's *DOSAGE CALCULATIONS*, 9th Edition features the three-step approach to basic and advanced Formula Method calculations that nursing and other health care

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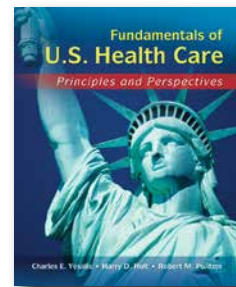
FUNDAMENTALS OF US HEALTH CARE

Principles and Perspectives

Charles E. Yesalis, Emeritus, The Pennsylvania State University; Robert M. Politzer, MS, Sc.D, C.A.S.; Harry Holt, The Pennsylvania State University

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Fundamentals of US Health Care: Principles and Perspectives takes the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the health care

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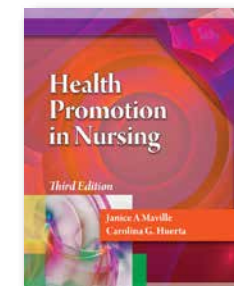
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HEALTH PROMOTION IN NURSING WITH PREMIUM WEBSITE PRINTED ACCESS CARD, 3E

Janice A. Maville, The University of Texas-Pan American; Carolina G. Huerta, The University of Texas-Pan American

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HEALTH PROMOTION IN NURSING, 3E takes you through a holistic approach of health and wellness that examines healthy lifestyles from a biological, psychological, social, and environmental perspective. Beginning with an overview of health promotion

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INTRODUCTION TO PUBLIC HEALTH ORGANIZATIONS, MANAGEMENT, AND POLICY

James Johnson, Dow College of Health Professions, Central Michigan University

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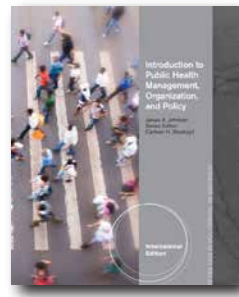
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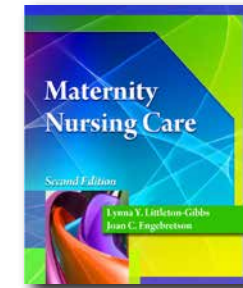
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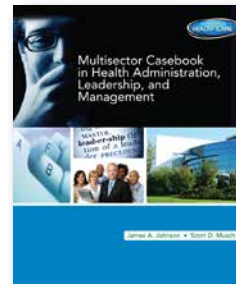
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MULTI-SECTOR CASEBOOK IN HEALTH ADMINISTRATION, LEADERSHIP, AND MANAGEMENT

James Johnson, *Dow College of Health Professions, Central Michigan University*; Scott Musch, *Cambria Health Solutions*

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MULTI-SECTOR CASEBOOK IN HEALTH ADMINISTRATION, LEADERSHIP, AND MANAGEMENT is a thought-provoking introduction to modern health management and leadership through a compelling collection of

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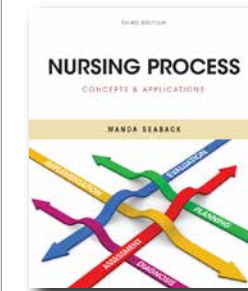
NURSING PROCESS, 3E

Concepts and Applications

Wanda Walker Seaback, *Texas A&M University Health Science Center College of Nursing*

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Practical, applied, and contemporary, **NURSING PROCESS: CONCEPTS AND APPLICATION, 3rd Edition** provides students with a thorough step-by-step approach to the nursing process. The third edition clearly examines the nurse’s role and responsibilities, as

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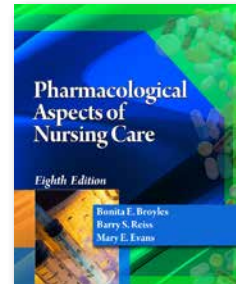
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PHARMACOLOGICAL ASPECTS OF NURSING CARE, 8E

Bonita E. Broyles; Barry S. Reiss, Albany College of Pharmacy, Albany, New York (Retired); Mary E. Evans, University of Southern Florida, College of Nursing

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Now in its eighth edition, **PHARMACOLOGICAL ASPECTS OF NURSING CARE** is a trusted resource for understanding the drugs utilized most frequently in patient care settings. Following a thorough introduction to drugs and their therapies, the book

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PHARMACOLOGICAL ASPECTS OF NURSING CARE, INTERNATIONAL EDITION, 8E

Bonita E. Broyles; Barry S. Reiss, Albany College of Pharmacy, Albany, New York (Retired); Mary E. Evans, University of Southern Florida, College of Nursing

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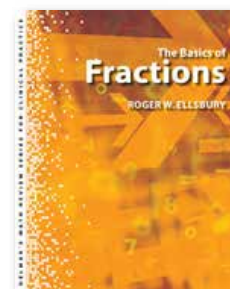
DELMAR'S MATH REVIEW SERIES FOR HEALTH CARE PROFESSIONALS

The Basics of Fractions

Roger Ellsbury, Goodwin College, East Hartford, Connecticut

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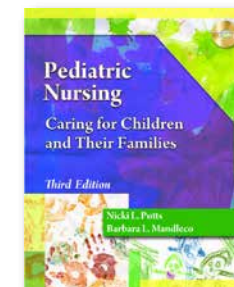
PEDIATRIC NURSING, 3E

Caring for Children and Their Families

Nicki L. Potts; Barbara L. Mandleco, Brigham Young University

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PEDIATRIC NURSING: CARING FOR CHILDREN AND THEIR FAMILIES, third edition, offers a dynamic and insightful guide to caring for pediatric clients. The authors embrace a holistic, family-centered approach to the care and nurturing of

children in all states of health, exploring healthy growth and development milestones, as well as illness states and chronic conditions. All nursing care is framed within a family context, underscoring the importance of viewing children not just as individuals, but as members of a family. General nursing skills such as assessment, communication, and health promotion are presented within the pediatric framework to help nurses approach children and their families with an authentic, informed understanding of their conditions and needs.

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SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT, 6E

Organization Design and Behavior, International Edition

Lawton Burns, Wharton School, University of Pennsylvania; Elizabeth Bradley, Vassar College; Bryan Weiner, Yale School of Public Health

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Completely updated to address the challenges faced by modern health care organizations, the sixth edition of SHORTELL AND KALUZNY'S HEALTH CARE MANAGEMENT: ORGANIZATION DESIGN AND BEHAVIOR, International Edition offers

a more global perspective on how the United States and other countries address issues of health and health care. Written by internationally recognized and respected experts in the field, the new edition continues to bring a systemic understanding of organizational principles, practices, and insight to the management of health services organizations. Based on state-of-the-art organizational theory and research, the text emphasizes application and challenges you to provide a solution or a philosophical position. Coverage includes topics ranging from pay for performance and information technology to ethics and medical tourism and expands upon a major theme of the fifth edition: health care leaders must effectively design and manage health care organizations while simultaneously influencing and adapting to changes in environmental context.

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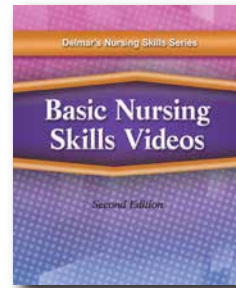
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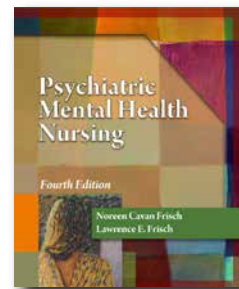
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Noreen Cavan Frisch, PhD, RN, University of Victoria; Lawrence E. Frisch, MD, MPH, University of Victoria

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Creating the perfect balance of knowledge-based and skills-based content you will find no better tool for learning both the information and the empathy required for effective psychiatric nursing care than Psychiatric Mental Health Nursing Fourth Edition. The

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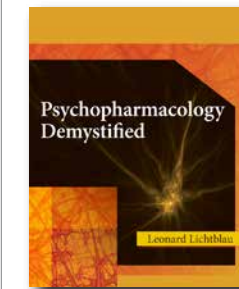
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PSYCHOPHARMACOLOGY DEMISTIFIED

Leonard Lichtblau, University of Minnesota, School of Nursing and College of Pharmacy

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The goal of Psychopharmacology Demystified is to give you a unique, focused approach to a weighty topic – pharmacological management of mental illness. Rather than another dense tome of doses, schedules, and routes that

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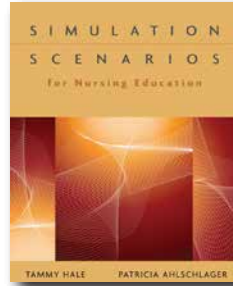
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SIMULATION SCENARIOS FOR NURSING EDUCATION

Tammy J. Hale, *Minnesota State Community and Technical College*; Patricia M. Ahlschlager, *Minnesota State Community and Technical College*

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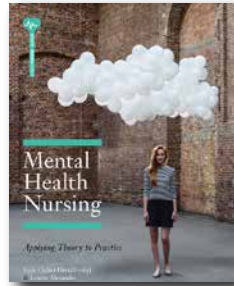
RN (ADN/BSN)

MENTAL HEALTH NURSING

Gylo Hercelinskyj, *ACU, Melbourne*; Louise Alexander, *ACU, Melbourne*

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Mental Health Act (2014). The text outlines contemporary issues relating to a range of disorders, and links diagnostic criteria with practice and critical thinking. Also covered is the therapeutic use of self when providing care.

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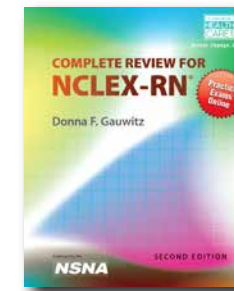
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Donna F. Gauwitz

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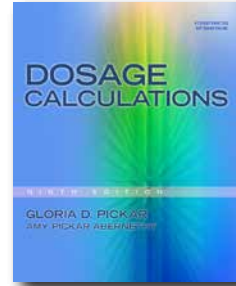
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Gloria D. Pickar, RN, EdD; Amy Pickar Abernethy, MD, Duke University

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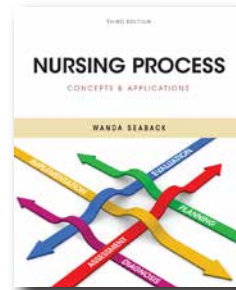
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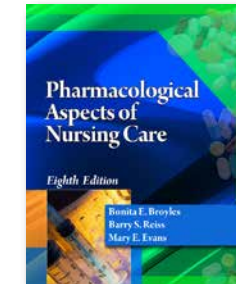
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PHARMACOLOGICAL ASPECTS OF NURSING CARE, 8E

Bonita E. Broyles; Barry S. Reiss, Albany College of Pharmacy, Albany, New York (Retired); Mary E. Evans, University of Southern Florida, College of Nursing

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PHARMACOLOGICAL ASPECTS OF NURSING CARE, INTERNATIONAL EDITION, 8E

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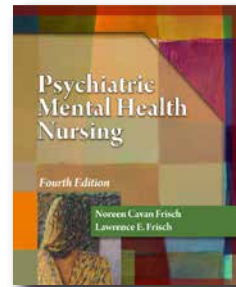
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Noreen Cavan Frisch, PhD, RN, University of Victoria; Lawrence E. Frisch, MD, MPH, University of Victoria

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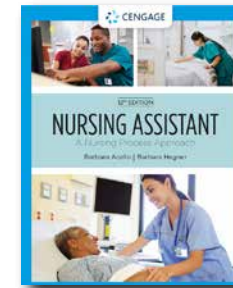
NURSING ASSISTANT, 12E

A Nursing Process Approach

Barbara Acello; Barbara Hegner, Long Beach Community College, Long Beach, CA

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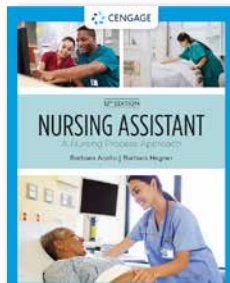
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NURSING ASSISTANT, 12E

A Nursing Process Approach, Soft Cover Version
Barbara Acello; Barbara Hegner, Long Beach Community College, Long Beach, CA

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A longtime favorite among students, Acello/Hegner's **NURSING ASSISTANT: A NURSING PROCESS APPROACH** has prepared more nursing assistants for meaningful careers in acute care, long-term care and home health than any other text. Providing easy-to-

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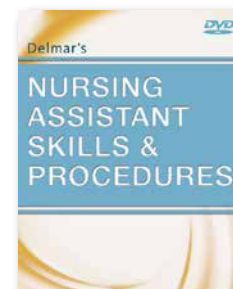
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Delmar

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from Bed to Stretcher Transferring the Patient using a Mechanical Lift Transferring the Patient using a Stand Lift Ambulating the Patient using a Cane & Two-Point Gait Ambulating the Patient using a Walker & Three-Point Gait Assisting the Falling Patient **VITAL SIGNS, HEIGHT, AND WEIGHT** Measuring a Tympanic Temperature Measuring a Temporal Artery Temperature Counting Radial & Apical-Radial Pulses Counting Respirations Measuring Blood Pressure Measuring Weight & Height **PATIENT CARE AND COMFORT MEASURES** Making a Closed Bed Opening the Closed Bed Making an Occupied Bed Assisting with the Shower Performing a Bed Bath Performing a Bag Bath Male & Female Perineal Care Hand & Fingernail Care Hair Care & Bed Shampoo Dressing & Undressing the Patient Oral Care for Responsive & Unresponsive Patients Caring for Dentures Performing a Backrub Shaving a Male Patient **ELIMINATION, NUTRITION, AND FLUID BALANCE** Assisting with the Bedpan, Urinal, & Bedside Commode Collecting a Clean-Catch Urine Specimen Giving Indwelling Catheter Care Emptying a Urinary Drainage Bag Connecting & Emptying a Urinary Leg Bag Applying a Condom Catheter Changing Adult Briefs Collecting a Stool Specimen and Testing for Occult Blood Giving a Commercially Prepared Enema Basic Nutrition & Special Diets Measuring and Recording Intake & Output Assisting with Meal Trays Feeding the Dependent Patient & Recording Food Intake **CARING FOR PATIENTS WITH SPECIAL NEEDS** Assisting the Patient to Deep Breathe and Cough Performing Postoperative Leg Exercises Applying Elasticized Stockings Assisting with Sequential Compression Hosiery Assisting the Patient to Dangle **BODY SYSTEMS, COMMON DISORDERS, AND RELATED CARE PROCEDURES** Pressure Ulcers: Causes, Prevention, & Treatment Applying Over-the-Counter Ointment Changing a Clean Dressing Checking Capillary Refill Using a Pulse Oximeter Assisting with Oxygen Therapy Maintaining Placement of a Nasal Cannula Assisting the Patient with an Incentive Spirometer Collecting a Sputum Specimen Performing Passive Range-of-Motion (ROM) Exercises Obtaining a Finger Stick Blood Sugar

COMPREHENSIVE

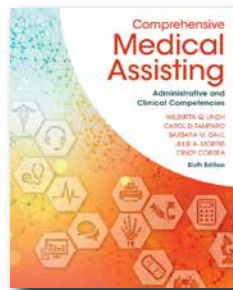
COMPREHENSIVE MEDICAL ASSISTING, 6E

Administrative and Clinical Competencies

Wilburta Q. Lindh, Highline Community College; Carol D. Tamparo; Barbara M. Dahl, Whatcom Community College, Bellingham, Washington; Julie Morris

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ETHICS

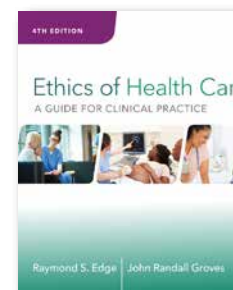
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University – Saint Louis; John Randall Groves, Ferris State University

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Designed for students pursuing careers in a variety of health care programs, **ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e**, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text teaches you the language of the legal

system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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1. Introduction: Obligations of a Professional. 2. Human Value Development and the System of Public Law. 3. Decision Making in Value Issues and Private Law. 4. Basic Principles of Health Care and the Nature of Rights in Ethical Discourse. 5. Confidentiality and the Management of Health Care Information. 6. Justice and the Allocation of Scarce Resources. 7. Role Fidelity. 8. Reproductive Issues. 9. Decisions at the End of Life. 10. Health Care Ethics and the Near Future.

HOME CARE AIDE / HOME HEALTH AIDE

HOMEMAKER HOME HEALTH AIDE, 7E

Suzann Balduzzi, RN, BSN, MSED, Western Wisconsin Technical College

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ebook



HOMEMAKER HOME HEALTH AIDE, 7th Edition helps you prepare for a meaningful career in the growing field of home health. Using a clear, supportive approach, the authors show you how to care for a variety of sensitive client populations, from

infants and the elderly to special needs and the terminally ill, and become a valued member of the home health care team. In addition to the topics of nutrition, safety, infection control, and bodily systems, the author imparts the practical skills you need to deliver high-quality personal care. Whether you are new to the industry or in need of a refresher, you will find **HOMEMAKER HOME HEALTH AIDE, 7th Edition** a key resource for becoming a caring, dedicated, and skilled paraprofessional.

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SECTION 1: BECOMING A HOME HEALTH AIDE. 1. Home Health Services. 2. Home Health Aide Responsibilities and Legal Rights. 3. Developing Effective Communication Skills and Documentation. 4. Safety. 5. Homemaking Service. SECTION 2: STAGES OF HUMAN DEVELOPMENT. 6. Infancy to Adolescence. 7. Early and Middle Adulthood. 8. Older Adulthood. SECTION 3: PREVENTING THE SPREAD OF INFECTIOUS DISEASE. 9. Infection Control. SECTION 4: UNDERSTANDING HEALTH. 10. From Wellness to Illness. 11. Mental Health. SECTION 5: BODY SYSTEMS AND COMMON DISORDERS. 12. Digestion and Nutrition. 13. Elimination. 14. Integumentary System. 15.

Musculoskeletal System: Arthritis, Body Mechanics, and Restorative Care. 16. Nervous System. 17. Circulatory System. 18. Respiratory System. 19. Reproductive System. 20. Endocrine System and Diabetes. SECTION 6: CLIENTS REQUIRING SPECIAL CARE. 21. Caring for the Client who is Terminally Ill. 22. Caring for the Client with Alzheimer's Disease. 23. Caring for the Client with Cancer. SECTION 7: MATERNAL/INFANT CARE. 24. Maternal Care. 25. Infant Care. SECTION 8: EMPLOYMENT. 26. Job-Seeking Skills. Appendix A: Emergency Procedure Guidelines. Appendix B: Prefixes and Suffixes Commonly Used in Medical Terminology. Glossary. Index.

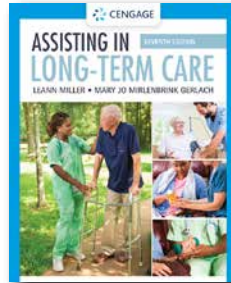
LONG-TERM CARE

ASSISTING IN LONG-TERM CARE, 7E

Leann Miller; Mary Jo Mirlenbrink Gerlach, Medical College of Georgia School of Nursing, Athens (Retired)

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ASSISTING IN LONG-TERM CARE, 7th Edition is the perennial choice among top Certified Nursing Assistant programs. This user-friendly, all-in-one resource delivers skills and confidence to help students compete for top jobs in long-term care and sub-acute

hospital settings. Helpful discussions include professional communication, roles and responsibilities, job search, and an overview of care settings. And, to prepare students for CNA certification exams, this resource addresses daily clinical processes, residents' rights, nutrition and hydration, restorative care, resident mobility, and patient safety—all according to federal OBRA standards for nursing home care. ASSISTING IN LONG-TERM CARE is available in hardcopy and eBook formats, includes supportive study features, and offers a full suite of online learning and course preparation tools.

CONTENTS

Section I: THE LONG-TERM CARE SETTING. 1. The Long-Term Care Facility. 2. The Caregivers. 3. The Nursing Assistant in Long-Term Care. Section II: COMMUNICATION SKILLS. 4. Communication and Interpersonal Skills. 5. The Language of Health Care. 6. Observation, Documentation, and Reporting. Section III: PROTECTING RESIDENTS' RIGHTS AND SAFETY. 7. Residents' Rights. 8. Safety. 9. Emergencies. 10. Infection. 11. Infection Control. Section IV: CHARACTERISTICS OF THE LONG-TERM CARE RESIDENT. 12. The Long-Term Care Resident. 13. The Psychosocial Aspects of Aging. 14. Alternative and Culturally-Based Behaviors.

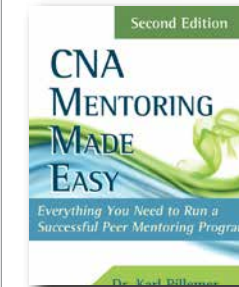
Section V: MEETING THE RESIDENTS' BASIC NEEDS. 15. Care of the Residents' Environment. 16. Caring for the Residents' Personal Hygiene. 17. Meeting the Residents' Nutritional Needs. 18. Meeting the Residents' Elimination Needs. Section VI: SPECIAL NURSING ASSISTANT ACTIVITIES. 19. Measuring and Recording Residents' Data. 20. Admission, Transfer, and Discharge. 21. Warm and Cold Applications. Section VII: INTRODUCTION TO RESTORATIVE CARE. 22. Restorative Care of the Resident. 23. Restoring Residents' Mobility. Section VIII: RESIDENTS WITH SPECIFIC DISORDERS. 24. Caring for Residents with Cardiovascular System Disorders. 25. Caring for Residents with Respiratory System Disorders. 26. Caring for Residents with Endocrine System Disorders. 27. Caring for Residents with Reproductive System Disorders. 28. Caring for Residents with Musculoskeletal System Disorders. 29. Caring for Residents with Nervous System Disorders. Section IX: RESIDENTS WITH SPECIAL NEEDS. 30. Alzheimer's Disease and Related Disorders. 31. Caring for Residents with Developmental Disabilities. 32. Caring for the Dying Resident. 33. Caring for the Person in Sub-Acute Care. Section X: EMPLOYMENT. 34. Caring for the Person in the Home Setting. 35. Seeking Employment. Glossary. Index.

CNA MENTORING MADE EASY, 2E

Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College

© 2013, 144pp, Paperback, 9781133277804

 ebook



Designed for practicing Nursing Assistants and managers of Certified Nursing Assistants, the Second Edition of CNA MENTORING MADE EASY provides all the essentials in w one easy-to-use book. Based on best practices and field-tested in hundreds

of facilities, this succinct book will help train, orient, and support the new CNAs and give veteran CNAs added status and responsibility. The second edition has been thoroughly updated to make mentoring even easier and now includes a chapter that reinforces the effectiveness of the mentoring program through a "booster session" as well as new material on mentoring and person-centered care. Whether you are a new CNA or training CNA's you find this book provides helpful strategies for building a healthy work environment and a devoted staff.

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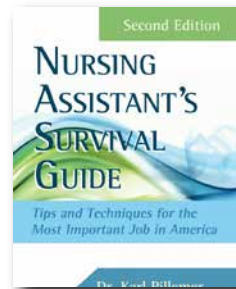
About the Authors. Preface. What is Mentoring? Implementing Your Mentoring Program. Tips and Techniques for the Instructor. Program Curriculum. Module 1. What Makes a Mentor? Module 2. Mentor as Teacher. Module 3. Mentor as Leader. Module 4. Communication Skills. Module 5. Stress Management. Module 6. Your Job as a Mentor. Module 7. Booster Session for Mentors. Program Curriculum Handouts. Appendix I: Program Forms.

NURSING ASSISTANT'S SURVIVAL GUIDE, 2E

Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College

© 2013, 144pp, Paperback, 9781133134817

ebook



Short, succinct, and easy-to-read, the Second Edition of NURSING ASSISTANT'S SURVIVAL GUIDE is filled with concrete tips and illustrations designed to teach you the interpersonal skills needed for job success. Thoroughly updated to reflect recent

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CONTENTS

1. What do I do when ... There's too much stress?
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3. What do I do when ... I have trouble communicating?
4. What do I do when ... I need to get along with my supervisor?
5. What do I do when ... I need to get along with family members?
6. What do I do when ... Residents are angry and aggressive?
7. What do I do when ... My family and my job pull me in different directions?
8. What do I do when ... I need to lift my spirits?

PATIENT CARE TECHNICIAN

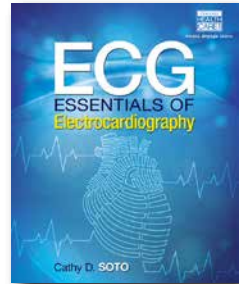
ECG

Essentials of Electrocardiography

Cathy Soto

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ECG: ESSENTIALS OF

ELECTROCARDIOGRAPHY is designed to help you understand the fundamental knowledge and skills necessary to successfully perform an ECG. Its concise yet comprehensive coverage includes instruction on the anatomy of the heart, electrophysiology of the heart, and ECG basics. To prepare you for completing ECGs in the field, this student-friendly text presents a combination of introductory cardiovascular anatomy, relationships of other body systems to heart health, need-to-know legal and ethical considerations, patient assessment techniques, instructions on how to complete and document ECGs, and basic interpretation of the ECG tracing. "Call-outs" point out material you should memorize, while "Quick Checks" help you test your comprehension as your progress through the text. In addition, thorough coverage of objectives you must master to qualify to sit for the National Healthcareer Association's (NHA) EKG Technician Certification exam are included throughout.

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1. Anatomy of the Heart.
 2. Body Systems and Heart Health.
 3. Heart Electrical Physiology.
 4. Cardiovascular Medications.
 5. Patient Assessment.
 6. Electrocardiogram Basics.
 7. Waveforms, Rate, Rhythm, and Artifacts.
 8. Recognizing Arrhythmias, Pacemakers, and Emergencies.
- Appendix A:

ECG Performance Competency Assessment. Appendix B: Preparing for Clinical Experiences. Appendix C: Universal Standard Precautions and Icons. Appendix D: Acronyms, Abbreviations, and Mnemonics Used in this Book. Appendix E: Test Taking Strategies for National Certification. Appendix F: A Normal Sinus Rhythm (NSR) ECG. Appendix G: 12 Lead ECG: Normal Electrode Placement. References and Suggested Readings. Glossary. Index.

REFERENCE

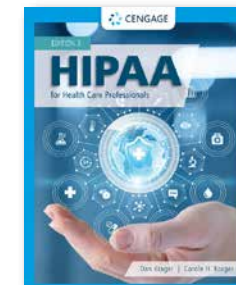
NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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CENGAGE | MINDTAP ebook



HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed examples, real-life scenarios, and thought-provoking questions and discussions, the text walks readers through key areas of Titles I and II, including fundamentals, privacy, and security. Updates also show readers where and how HIPAA impacts health care through other laws, and dispels common HIPAA myths that can wreak havoc in the workplace. Designed for the modern student, HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, now offers a digital MindTap course to help busy students interact with material and as they read and learn in the classroom, at home, or on the go.

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1. Introduction to HIPAA.
 2. Privacy Issues Explained.
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 4. Security Ruling Explained.
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 6. Further Rulings Influencing HIPAA.
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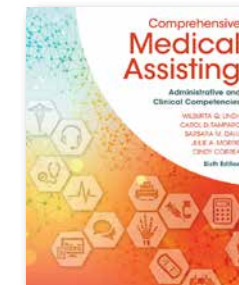
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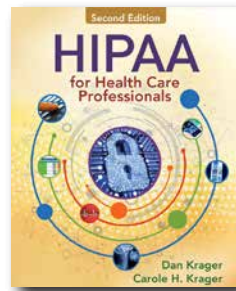
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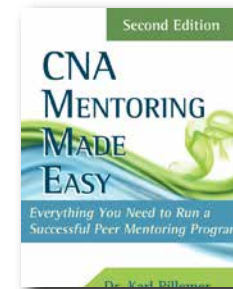
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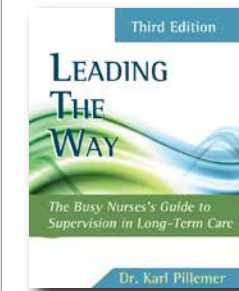
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LEADING THE WAY, 3E

Busy Nurses Guide to Supervision in Long-Term Care
Karl Pillemer, Ph.D., Cornell University, Weill Cornell Medical College; Christine Rheaume, R.N.

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 ebook



Expanded and Revised, LEADING THE WAY: THE BUSY NURSE’S GUIDE TO SUPERVISION IN LONG-TERM CARE, 3rd Edition gives you the tools you need to experience and create success in any long-term care environment. This easy-to-read handbook

applies proven methods from the latest research, and covers everything from mentoring and motivating employees to dealing with job stress and ethical dilemmas. Succinct yet thorough, LEADING THE WAY: THE BUSY NURSE’S GUIDE TO SUPERVISION IN LONG-TERM CARE, 3rd Edition delivers the essentials of management and leadership, such as team building, communication, staff development, performance issues, and organization, all with a specific, long-term care focus. New discussions on effectively managing conflict, diffusing tension with humor, and achieving work/life balance make this always-popular book even more useful for nurses, nursing assistants, and students everywhere.

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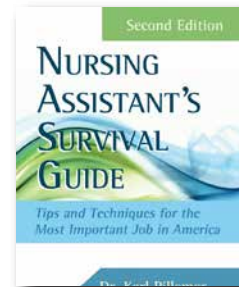
1. What is Leadership? 2. Building an Effective Team. 3. Communication: The Secret of Successful Supervision. 4. Setting an Example: Coaching and Mentoring. 5. Strategies for Staff Development. 6. Documentation. 7. Managing and Organizing for Success. 8. Recognition Equals High Morale. 9. Dealing with Conflict. 10. Helping Staff Achieve Work/Life Balance. 11. Dealing with Your Job Stress. 12. Humor in the Workplace. 13. Making Diversity Work. 14. Performance Management. 15. Professional Ethics.

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8. What do I do when ... I need to lift my spirits?

SKILLS

NEW EDITION

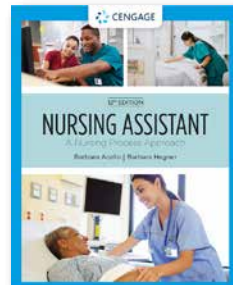
NURSING ASSISTANT, 12E

A Nursing Process Approach

Barbara Acello; Barbara Hegner, Long Beach Community College, Long Beach, CA

© 2022, 1088pp, Hardback, 9780357372029

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Acello/Hegner's NURSING ASSISTANT: A NURSING PROCESS APPROACH has prepared more nursing assistants for meaningful careers in acute care, long-term care and home health than any other text. Its signature step-by-step format walks readers

through more than 150 procedures, including key skills in patient handling, wound care, communication, safety and record keeping, as well as special care procedures for patients with medical devices, catheters and physical or mental impairments. It explores essential background information, such as basic human anatomy, career planning and emerging trends. Reflecting the expanded scope of real-world practice, the 12th Edition includes skills such as checking finger stick blood glucose, managing drainage, sterile technique and more. New color photos and illustrations bring concepts to life, while study tools include a print workbook and MindTap digital learning solution.

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Communication Skills. 8. Observation, Reporting, and Documentation. 9. Meeting Basic Human Needs. 10. Comfort, Pain, Rest, and Sleep. 11. Developing Cultural Sensitivity. SECTION 4: INFECTION AND INFECTION CONTROL. 12. Infection. 13. Infection Control. SECTION 5: SAFETY AND MOBILITY. 14. Environmental and Nursing Assistant Safety. 15. Patient Safety and Positioning. 16. The Patient's Mobility: Transfer Skills. 17. The Patient's Mobility: Ambulation. SECTION 6: MEASURING AND RECORDING VITAL SIGNS, HEIGHT, AND WEIGHT. 18. Body Temperature. 19. Pulse and Respiration. 20. Blood Pressure. 21. Measuring Height and Weight. SECTION 7: PATIENT CARE AND COMFORT MEASURES. 22. Admission, Transfer, and Discharge. 23. Bedmaking. 24. Patient Bathing. 25. General Comfort Measures. SECTION 8: PRINCIPLES OF NUTRITION AND FLUID BALANCE. 26. Nutritional Needs and Diet Modifications. SECTION 9: SPECIAL CARE PROCEDURES. 27. Warm and Cold Applications. 28. Assisting with the Physical Examination. 29. The Surgical Patient. 30. Caring for the Emotionally Stressed Patient. 31. Caring for the Bariatric Patient. 32. Death and Dying. SECTION 10: OTHER HEALTH CARE SETTINGS. 33. Care of the Elderly and Chronically Ill. 34. The Organization of Home Care: Trends in Health Care. 35. The Nursing Assistant in Home Care. 36. Subacute Care. 37. Alternative, Complementary, and Integrative Approaches to Patient Care. SECTION 11: BODY SYSTEMS, COMMON DISORDERS, AND RELATED CARE PROCEDURES. 38. Integumentary System. 39. Respiratory System. 40. Circulatory (Cardiovascular) System. 41. Musculoskeletal System. 42. Endocrine System. 43. Nervous System. 44. Gastrointestinal System. 45. Urinary System. 46. Reproductive System. 47. Care of the Patient with Cancer. SECTION 12: EXPANDED ROLE OF THE NURSING ASSISTANT. 48. Rehabilitation and Restorative Services. 49. Obstetrical Patient and Neonate. 50. Pediatric Patients. SECTION 13: MOVING FORWARD. 51. Response to Basic Emergencies 52. Employment Opportunities and Career Growth.

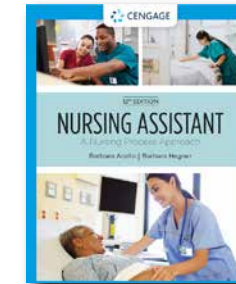
NEW EDITION

NURSING ASSISTANT, 12E

A Nursing Process Approach, Soft Cover Version
Barbara Acello; Barbara Hegner, Long Beach Community College, Long Beach, CA

© 2022, 1088pp, Paperback, 9780357372012

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A longtime favorite among students, Acello/Hegner's NURSING ASSISTANT: A NURSING PROCESS APPROACH has prepared more nursing assistants for meaningful careers in acute care, long-term care and home health than any other text. Providing easy-to-

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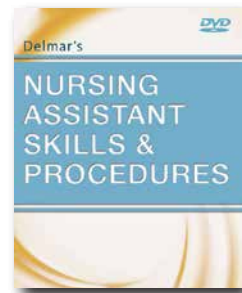
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DELMAR'S NURSING ASSISTANT SKILLS AND PROCEDURES

Delmar

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DELMAR'S NURSING ASSISTANT SKILLS AND PROCEDURES is a DVD series that offers a key learning component to help you prepare for a career in nursing assisting. This DVD includes over sixty-five basic skills that a nursing assistant may encounter

whether working in assisted living, long term care, or acute care settings that combined offer one hundred and eighty minutes of programmed material. These skills are step-by-step, real time skills performed by actual nursing assistants, and some skills even involve real patients! Narration is used to describe each step, and snippets of dialogue between the patient and nursing assistant are provided to emphasize the importance of patient communication. Delmar's Nursing Assistant Skills and Procedures DVD series is the perfect training tool to help you prepare for an exciting career in nursing assisting.

CONTENTS

WORKING AS A NURSING ASSISTANT Basics of Communication Observation & Reporting PROCEDURE ACTIONS Beginning Procedure Actions Ending Procedure Actions INFECTION CONTROL Performing Hand Hygiene Applying Personal Protective Equipment (PPE) Removing Contaminated Gloves Removing Contaminated Gown & Mask SAFETY AND MOBILITY Basic Rules of Body Mechanics Turning the Patient to the Side-Lying Position Moving the Patient to the Head of the Bed Logrolling the Patient Applying a Transfer Belt Transferring the Patient from Bed to Wheelchair- One Assistant Transferring the Patient from Wheelchair to Bed- Two Assistants Sliding-Board Transfer from Bed to Wheelchair Independent Transfer, Standby Assist Transferring the Patient

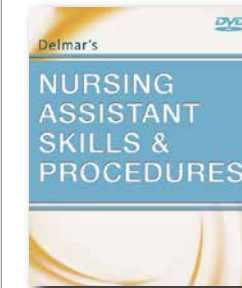
from Bed to Stretcher Transferring the Patient using a Mechanical Lift Transferring the Patient using a Stand Lift Ambulating the Patient using a Cane & Two-Point Gait Ambulating the Patient using a Walker & Three-Point Gait Assisting the Falling Patient VITAL SIGNS, HEIGHT, AND WEIGHT Measuring a Tympanic Temperature Measuring a Temporal Artery Temperature Counting Radial & Apical-Radial Pulses Counting Respirations Measuring Blood Pressure Measuring Weight & Height PATIENT CARE AND COMFORT MEASURES Making a Closed Bed Opening the Closed Bed Making an Occupied Bed Assisting with the Shower Performing a Bed Bath Performing a Bag Bath Male & Female Perineal Care Hand & Fingernail Care Hair Care & Bed Shampoo Dressing & Undressing the Patient Oral Care for Responsive & Unresponsive Patients Caring for Dentures Performing a Backrub Shaving a Male Patient ELIMINATION, NUTRITION, AND FLUID BALANCE Assisting with the Bedpan, Urinal, & Bedside Commode Collecting a Clean-Catch Urine Specimen Giving Indwelling Catheter Care Emptying a Urinary Drainage Bag Connecting & Emptying a Urinary Leg Bag Applying a Condom Catheter Changing Adult Briefs Collecting a Stool Specimen and Testing for Occult Blood Giving a Commercially Prepared Enema Basic Nutrition & Special Diets Measuring and Recording Intake & Output Assisting with Meal Trays Feeding the Dependent Patient & Recording Food Intake CARING FOR PATIENTS WITH SPECIAL NEEDS Assisting the Patient to Deep Breathe and Cough Performing Postoperative Leg Exercises Applying Elasticized Stockings Assisting with Sequential Compression Hosiery Assisting the Patient to Dangle BODY SYSTEMS, COMMON DISORDERS, AND RELATED CARE PROCEDURES Pressure Ulcers: Causes, Prevention, & Treatment Applying Over-the-Counter Ointment Changing a Clean Dressing Checking Capillary Refill Using a Pulse Oximeter Assisting with Oxygen Therapy Maintaining Placement of a Nasal Cannula Assisting the Patient with an Incentive Spirometer Collecting a Sputum Specimen Performing Passive Range-of-Motion (ROM) Exercises Obtaining a Finger Stick Blood Sugar

TECHNOLOGY / MULTIMEDIA

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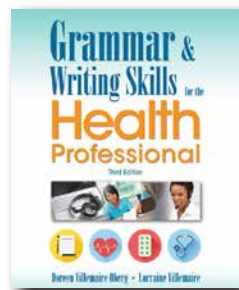
WRITING SKILLS

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3E

Doreen Villemaire; Lorraine Villemaire

© 2018, 320pp, Paperback, 9781305945425

CENGAGE | MINDTAP **ebook**



Extremely student friendly, GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3e, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable

resource the can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text's unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

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OCCUPATIONAL THERAPY & PHYSICAL THERAPY

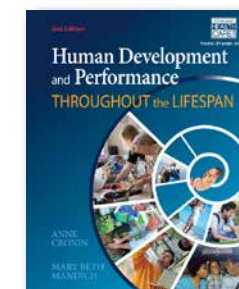
DEVELOPMENT

HUMAN DEVELOPMENT AND PERFORMANCE THROUGHOUT THE LIFESPAN, 2E

Anne Cronin, PhD, OTR/L, West Virginia University; Mary Beth Mandich, PT, PhD, West Virginia University

© 2016, 512pp, Hardback, 9781133951193

ebook



Human Development & Performance Throughout the Lifespan, 2nd Edition is ideal for occupational therapy, physical therapy, and other rehabilitation disciplines. It provides a broad, occupation-based viewpoint of development and performance throughout

all life stages with an emphasis on the factors that influence daily participation and optimal performance of desired daily life tasks. The authors use a life course conceptual model as an organizational foundation for clinical reasoning to help readers understand how to implement the activity- and participation-based goals and outcomes for therapy. Written by an occupational therapist and a physical therapist, the book incorporates chapters by leading experts in human development, giving users cutting-edge information and a wide range of perspectives. By integrating information from the

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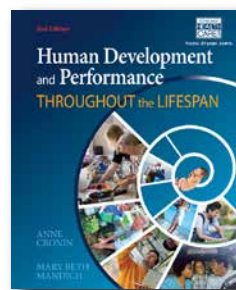
OCCUPATIONAL THERAPIST ASSISTANT

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OCCUPATIONAL THERAPY - REFERENCE

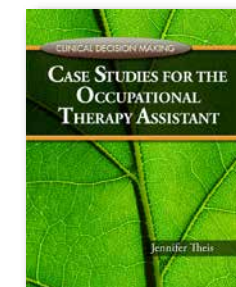
CLINICAL DECISION MAKING

Case Studies For The Occupational Therapy Assistant

Jennifer L. Theis

© 2011, 192pp, Paperback, 9781435425767

ebook



CLINICAL DECISION MAKING: CASE STUDIES FOR THE OCCUPATIONAL THERAPY ASSISTANT is a first of its kind text designed to help you work on fostering clinical reasoning skills in the provision of occupational therapy assistant services.

The case studies in this book incorporate the most common practice settings across the continuum of care and follow clients as they progress across this continuum. Organized broadly around the current Occupational Therapy Practice Framework of the American Occupational Therapy Association, each case contains examples of how this framework can be applied to a particular client. The case studies in this book are meant to provoke discussion about treatment planning, ethical issues and collaboration with the client, family and other healthcare providers.

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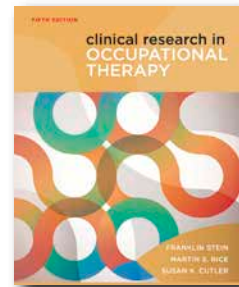
OCCUPATIONAL THERAPY - RESEARCH

CLINICAL RESEARCH IN OCCUPATIONAL THERAPY, 5E

Martin Rice, The University of Toledo; Susan K. Cutler

© 2013, 624pp, Paperback, 9781111643317

ebook



Thoroughly updated, the 5th edition of CLINICAL RESEARCH IN OCCUPATIONAL THERAPY enables the graduate student and clinical researcher to design and carry out a research study from the formulation of a research hypothesis to

collecting data utilizing user friendly step-by-step procedures. An introductory chapter on the history of medical research acquaints the student with the relationship between research and clinical practice. Step-by-step procedures and examples are used throughout to guide the student through the process of selecting a topic, reviewing literature, designing research protocols, selecting outcome measures, implementing research, and writing the results. Descriptive and inferential statistics are explained in a step-by-step procedure, and examples of qualitative and quantitative research are included so as to provide the student with tools to conduct their own research and evaluate current research data. A section on writing questionnaires and surveys helps students construct reliable and valid instruments, and information on scientific writing and thesis preparation is presented. Additionally, ethical considerations for informed consent are addressed, with examples of consent forms included.

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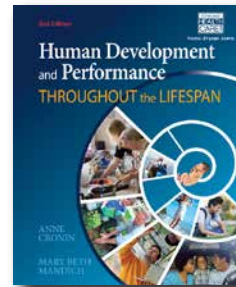
PHYSICAL THERAPIST / PHYSICAL THERAPIST ASSISTANT

HUMAN DEVELOPMENT AND PERFORMANCE THROUGHOUT THE LIFESPAN, 2E

Anne Cronin, PhD, OTR/L, West Virginia University; Mary Beth Mandich, PT, PhD, West Virginia University

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Human Development & Performance Throughout the Lifespan, 2nd Edition is ideal for occupational therapy, physical therapy, and other rehabilitation disciplines. It provides a broad, occupation-based viewpoint of development and performance throughout

all life stages with an emphasis on the factors that influence daily participation and optimal performance of desired daily life tasks. The authors use a life course conceptual model as an organizational foundation for clinical reasoning to help readers understand how to implement the activity- and participation-based goals and outcomes for therapy. Written by an occupational therapist and a physical therapist, the book incorporates chapters by leading experts in human development, giving users cutting-edge information and a wide range of perspectives. By integrating information from the International Classification of Function and Disability (ICF) with a developmental life-task perspective, the book gives both newcomers and experienced professionals an essential, contemporary frame of reference.

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PART 1: FOUNDATIONS FOR UNDERSTANDING FUNCTION, DISABILITY, AND HEALTH. 1. Human Performance: Function as an Organizing Framework. 2. Human Performance: The Life

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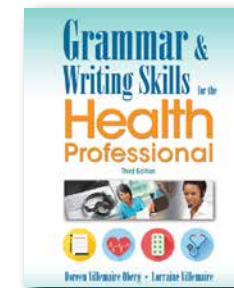
PHYSICAL THERAPY - GENERAL

GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3E

Doreen Villemaire; Lorraine Villemaire

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Extremely student friendly, GRAMMAR & WRITING SKILLS FOR THE HEALTH PROFESSIONAL, 3e, focuses on the fundamentals of grammar and writing to help you develop the skills to communicate clearly and effectively in real-world practice. An indispensable

resource the can be used during your schooling as well as you when enter your career, the text is divided into three modules. The first focuses on basic grammar (nouns, pronouns, verbs) and the second on more advanced topics (sentences and paragraphs). The third module helps you develop writing skills for medical reports, correspondence, emails, office meeting minutes, progress notes, charting, research, and brochures. The text's unique writing process can also be used for cover letters and resumes. In addition, the text includes current information on HIPAA, the Joint Commission, American Health Management Information Association, and much more, while real-world applications at the end of every section illustrate how chapter concepts relate to your future career.

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MODULE I. Section 1: Noun. Noun plurals. Function of nouns. Medical Assisting Creed of the AAMA statement of beliefs. Medical office correspondence. Section 2: Pronouns. Personal pronouns. Reflexive. Relative. Indefinite. Interrogative. Demonstrative. Pronoun-antecedent. Commonly confused pronouns. Office memorandum/memo. Email. Section 3: Verbs. Action. Being. Main verbs and helping verbs. Linking

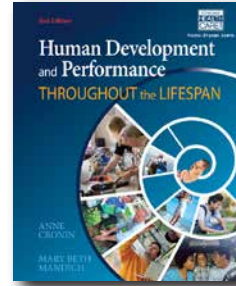
verbs. Transitive and intransitive. Gerunds. Infinitives. Verb tense. Regular and irregular verbs. Confusing and troublesome verbs. Use of verb tense. Voices of verbs. Moods of verbs. The Medical Record/Electronic Health Record (HER)/Electronic Medical Record (EMR). The American Health Information Management Association (AHIMA). The Joint Commission (TJC) and the Accreditation of Health Care Facilities. The Health Insurance Portability and Accountability Act (HIPAA). Section 4: Adjectives. Limiting. Interrogative and proper adjectives. Predicate and compound adjectives. Descriptive adjective. Degrees of adjectives. Troublesome adjectives. Eponyms. Medical reports. Radiology. Pathology. Discharge. Operative. Section 5: Adverbs. Adverbs as modifiers. Degrees of comparison. Irregular adverbs. Changing adjectives into adverbs. Negative adverbs. Double negatives. Placement of adverbs. Troublesome adverbs. Fax. Phone courtesy. Messages. Minutes of a meeting. MODULE 2. Section 6: The Sentence. Components. Independent and dependent clause. Phrases. Types of sentences. Classification of sentences. Effective sentences. Progress notes, charting. Section 7: Punctuation. Period. Exclamation mark. Question mark. Comma. Semi-colon. Parenthesis. Dash. Hyphen. Apostrophe. Quotation marks. Medical reports. History and physical. Consultation. Section 8: Preposition, conjunction and paragraph. Compound prepositions. Prepositional modifiers. Problematic prepositions. Coordinating conjunctions. Correlative conjunctions. Subordinating conjunctions. Paragraphs types. Structure of the paragraph. Paragraph organization. Medical writing. Manuscripts and research. APA style. Promotional writing. MODULE 3. Section 9: Writing process. Prewriting. Writing and rewriting. Proofreading for final draft. Section 10: The Resume. Essentials of the resume/work-up. Contact information. Related skills. Education/awards/honors. Certification. Memberships/conferences. References. Objective. Keywords. Three types of resumes. Chronological resume. Functional resume. Hybrid/combination resume. Cover letter. Section 11: Appendix. Spelling rules. Capitalization rules. Number use. Clichés. Titles and salutations. Use of a thesaurus. Use of the English dictionary. Use of the medical dictionary.

HUMAN DEVELOPMENT AND PERFORMANCE THROUGHOUT THE LIFESPAN, 2E

Anne Cronin, PhD, OTR/L, West Virginia University; Mary Beth Mandich, PT, PhD, West Virginia University

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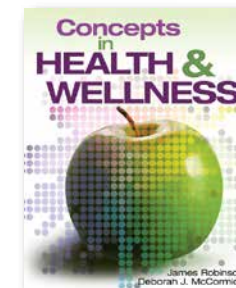
PERSONAL HEALTH PERSONAL HEALTH

CONCEPTS IN HEALTH AND WELLNESS

James Robinson III, Ed.D, FAAHE, New Mexico State University; Deborah J. McCormick, Ph.D., Northern Arizona University

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ebook



CONCEPTS IN HEALTH AND WELLNESS is an inviting and straightforward book that will provide you with essential personal health information you can use to develop a lifetime of wellness skills. It will help you develop the knowledge and motivation you need to

maintain wellness throughout adulthood and will provide you with meaningful literary support for class instruction. More importantly, this book will empower you with the skills to access credible health and wellness information now and in the years to come. Each chapter contains special features that enhance the textual material and engage the reader through application exercises.

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PHARMACY TECHNICIAN

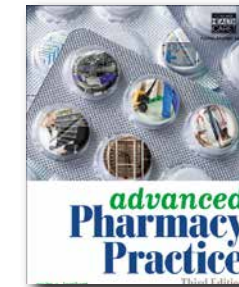
ADVANCED

ADVANCED PHARMACY PRACTICE, 3E

Anita A. Lambert

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The only book of its kind on the market, ADVANCED PHARMACY PRACTICE, 3rd Edition explores nontraditional pharmacy practice for both pharmacists and pharmacy technicians. As pharmacy practice expands into long-term care, home health, home-

infusion, mail-order, and hospice, pharmacy professionals must develop new skills in service delivery while accepting new roles and increased responsibility in the workplace. ADVANCED PHARMACY PRACTICE, 3rd Edition prepares you for these challenges while introducing the latest research and technologies in less familiar settings, such as specialty, nuclear, veterinary, and federal pharmacy, as well as telepharmacy and the pharmaceutical industry. Chapters outline and differentiate pharmacy technician and pharmacist roles in each practice setting. Features include learning objectives, chapter summaries, critical-thinking questions and answers, key terms, detailed appendices, and a variety of traditional and e-learning supplements to give you more practice and memorize facts with ease. Whether you are a student, or practicing pharmacist or pharmacy technician, ADVANCED PHARMACY PRACTICE, 3rd Edition is an inclusive, reliable resource for ongoing reference.

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1. Pharmacy and the U.S. Health Care System. 2. Introduction to Long-Term Care. 3. The Long-Term Care Pharmacy. 4. Legislation and Regulations for Long-Term Care Pharmacy. 5. The Roles of the Pharmacist and the Pharmacy Technician in Long-Term Care. 6. Home Health Care. 7. Home Infusion Pharmacy. 8. Managed Care Pharmacy. 9. Mail-Order Pharmacy. 10. Specialty Pharmacy. 11. Nuclear Pharmacy. 12. Hospice Pharmacy. 13. Veterinary Pharmacy. 14. Telepharmacy. 15. Federal Pharmacy. 16. Pharmaceutical Industry. 17. Advanced Roles and Future Trends in Pharmacy. Appendix A: Material Safety Data Sheet. Appendix B: Pharmacy Organizations. Appendix C: Pharmacy Publications. Appendix D: Answers to Self-Assessment Questions.

COMMUNITY PHARMACY

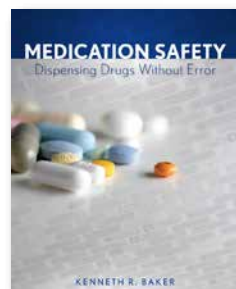
MEDICATION SAFETY

Dispensing Drugs Without Error

Kenneth R. Baker, University of Florida, College of Pharmacy & Midwestern University College of Pharmacy

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ebook



A must-have for any pharmacy technician, **MEDICATION SAFETY: DISPENSING DRUGS WITHOUT ERROR** teaches you everything you need to know to succeed in your career. This practical guide to pharmacy systems incorporates the theory of continuous quality improvement into every chapter and identifies where risk of error can be found and how plans can be developed and used to reduce those risks. It also covers the most neglected areas of pharmacy quality programs – monitoring the program after it is in place and determining its effectiveness. Throughout the text, points are illustrated with cases and events from actual claims against pharmacies. Drawing from his expertise in medical and pharmacy malpractice, the author gives you a comprehensive overview of the role of pharmacy technicians and pharmacists in today's rapidly changing practice of pharmacy.

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VIRTUAL MEDICATION SAFETY FOR TECHNICIANS CD-ROM

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Medication errors can have serious, and at times, life threatening consequences. **VIRTUAL MEDICATION SAFETY FOR TECHNICIANS** is a multimedia learning tool designed to simulate the day-to-day experiences of a pharmacy technician, with special emphasis on the most common medication errors encountered in practice. Through a "virtual" pharmacy, you will be provided with a safe environment to practice responding to customer requests, interacting with the pharmacist and co-workers, and handling the challenges that arise each day at the pharmacy. In addition, you will be exposed to different types of high-risk, life-threatening medication errors so that you will learn how errors occur and how to systematically reduce those errors. Through practice and application in a low risk setting, you will be able to hone the professional skill-set needed to succeed in your externship and on the job. **VIRTUAL MEDICATION SAFETY FOR TECHNICIANS** is a must have for anyone preparing for a career as a pharmacy technician.

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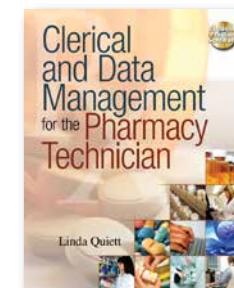
1. Tutorial. 2. Look Alike Drugs. 3. Abbreviations and Symbols. 4. Sound Alike Drugs. 5. MedWatch. 6. Incorrect Drug Dispensed. 7. Medication Interactions. 8. Labeling Mix-Up. 9. Stress and Fatigue. 10. Contaminated Medications. 11. Unprofessional Working Environment.

CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN

Linda Quiett

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Working with and understanding pharmacy management software is an essential skill for the pharmacy technician. **CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN** covers all operations of pharmacy, from entering prescription data to third party insurance billing.. Through its step-by-step approach and numerous screen visuals, you will easily learn how to enter customer and inventory data into a pharmacy computer system. With coverage of topics such as entering patient information, entering insurance information, entering prescriptions, and running reports, you will be prepared for your vital role in the day to day operations of any type of pharmacy. Examples of forms, prescriptions, and invoices ensure that you are trained in the proper clerical processes required of you in various practice settings.

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Introduction and Logging In. 1. Entering a New Patient (Customer). 2. Entering the Doctor's Information. 3. Inputting Inventory. 4. Entering Insurance Claim Information. 5. Pricing Table. 6. Inputting Compounds. 7. Entering Intravenous Medication Compounds. 8. Entering Prescriptions. 9. Running Reports. 10. Medication Administration Records. Appendix A: Sample Forms. Appendix B: Health Insurance Claim Form (CMS-1500) Completion Instructions. Appendix C: Patient and Physician Directory. Appendix D: Medication Administration Forms. Index.

COMPREHENSIVE

NEW EDITION

THE PHARMACY TECHNICIAN, 4E

A Comprehensive Approach

Jahangir Moini, Eastern Florida State College

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Master the latest knowledge and skills you need to work successfully with today's licensed pharmacists in a variety of clinical or retail settings. Moini's **THE PHARMACY TECHNICIAN: A COMPREHENSIVE APPROACH, 4E** provides readings that explore the

latest medical and pharmaceutical terminology, pharmaceutical calculations, and techniques. You examine critical topics, such as sterile compounding, record keeping, law, ethics, insurance, and billing. In addition, effective learning tools help you master medical and pharmaceutical terminology and avoid today's most common errors, all while strengthening your critical thinking and problem-solving skills. In addition, MindTap online learning resources are available to immerse you in today's typical pharmacy setting for hands-on practice with virtual pharmacy activities. Designed for entry-level students, this edition is invaluable for experienced pharmacy technicians pursuing continuing education or for anyone preparing for national certification exams.

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PHARMACY PRACTICE FOR TECHNICIANS, 5E

Zachary I. Hanan, ZIH Pharmacy Associates; Board of Trustees at the Albany College of Pharmacy and Health Sciences; Sr. Jane M. Durgin, St. John's University, Jamaica, NY

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Designed to fully prepare you for the challenges of a career in the pharmacy industry, the Fifth Edition of **DURGIN AND HANAN'S PHARMACY PRACTICE FOR TECHNICIANS** continues to provide you with the comprehensive coverage that has made previous editions so popular. Useful as both a learning tool and a reference manual, this practical text covers all aspects of contemporary health care and pharmacy practice, including comprehensive information on basic pharmacy concepts and changes in pharmacy technician duties, practice and regulatory standards. With increased coverage of prescription drug plans, career opportunities, and communication skills, this "classic" text provides you with the information needed to excel in a variety of pharmacy settings.

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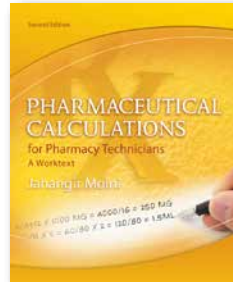
8. Durable and Non-Durable Medical Equipment and Supplies (Ronald A. DeBellis). 9. Nuclear Pharmacy Practice (Dan Palmquist, Richard P. Medeiros). PART II: THE PROFESSION OF PHARMACY. 10. Regulatory Standards in Pharmacy Practice (James Ruger). 11. Drug-Use Control: The Foundation of Pharmaceutical Care (Norberto Alberto, Shu Jing). 12. Ethical Considerations for the Pharmacy Technician (Martha L. Mackey). 13. Organizations in Pharmacy (Debra Feinberg). PART III: PROFESSIONAL ASPECTS OF PHARMACY TECHNOLOGY. 14. The Prescription (Robert A. Hamilton). 15. Medical Terminology and Abbreviations (M. Elyse Wheeler, Danielle R. Janiak). 16. Pharmaceutical Dosage Forms (P.L. Madan). 17. Pharmaceutical Calculations (Melinda Reed and Lee Anna Obos). 18. Extemporaneous Compounding (Steve Laddy, Thomas Mastanduono, Lin Leung). 19. Sterile Preparation Compounding (Laura Thoma, Karen Wong). 20. Administration of Medications (Sabra Boughton). 21. Drug Information (Laura Gianni Augusto). 22. Drug Distribution Systems (Gary Collins). 23. Infection Control and Prevention in the Pharmacy (Catherine Shannon). PART IV: CLINICAL ASPECTS OF PHARMACY TECHNOLOGY. 24. Introduction to Biopharmaceutics (Robert S. Kidd, Regina F. Peacock). 25. The Actions and Uses of Drugs (Robert S. Kidd, L. Michael Marcum). 26–Non-Prescription Medication (Nicole M. Maisch). 27. Natural Products (Dudley G. Moon, Elaine Liu). PART V: ADMINISTRATIVE ASPECTS OF PHARMACY TECHNOLOGY. 28. The Policy and Procedure Manual (Zachary I. Hanan and Sister Jane Durgin). 29. Pharmaceutical Supply Chain (Gary C. Collins). 30. The Pharmacy Formulary System (Mark N. Brueckl). 31. Pharmacy Informatics (Edmund Hayes). 32. Preventing and Managing Medication Errors: The Technician's Role (Matthew Grissinger and Susan M. Proulx). 33. Communication Skills (Michael DeCoske). 34. Reimbursement for Pharmacy Services (Angela Dominelli). 35. Accreditation of Pharmacy Technician Programs (Lisa S. Lifshin). 36. Pharmacy Technician Certification Board (Melissa Murer Corrigan, Megan E. Sheahan).

PHARMACEUTICAL CALCULATIONS FOR PHARMACY TECHNICIANS, 2E A Worktext

Jahangir Moini, Eastern Florida State College

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Math is a critical element of pharmaceutical care and a sound knowledge of math concepts is key to succeeding as a pharmacy technician. The second edition PHARMACEUTICAL CALCULATIONS FOR PHARMACY TECHNICIANS: A

WORKTEXT, provides an effective, hands-on guide to essential math skills, from simple addition and subtraction to formulas used in dosage calculations and basic business math. This highly practical reference helps you develop strong math skills to perform accurate calculations with confidence and prevent medication errors. In addition to informative content, the text includes abundant examples of medication labels, medical forms, and other images to help you apply your professional skills in real-life situations. Now thoroughly updated, this edition is more useful than ever, providing an invaluable resource for students and professional pharmacy technicians alike.

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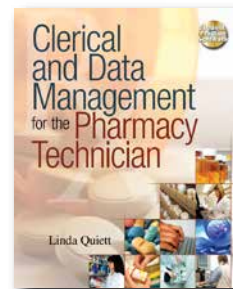
of Powdered Drugs. 14. Parenteral Medication Labels and Dosage Calculation. 15. Intravenous Flow Rate Calculations. 16. Pediatric Drug Administration. Part V: PHARMACY OPERATIONS. 17. Business Math. Appendix A: Answers to Stop and Review Activities. Appendix B: Answers to Test Your Knowledge Questions. Appendix C: Answers to Case Studies. Appendix D: The Most Commonly Prescribed Drugs in 2011. Appendix E: Converting Measurements. Glossary. Index.

CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN

Linda Quiett

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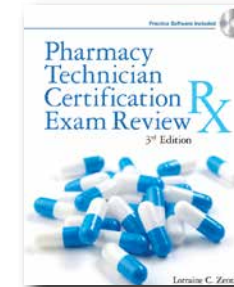
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PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E

Lorraine C. Zentz

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PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E is a comprehensive, all inclusive study tool to help prepare your students to become certified pharmacy technicians on a national level. This book mirrors content covered on the

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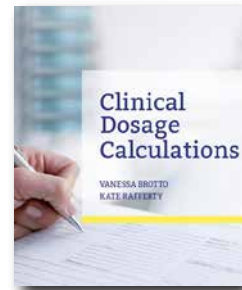
DOSAGE CALCULATIONS

CLINICAL DOSAGE CALCULATIONS, 3E

Vanessa Brotto, Deakin University; Kate Rafferty, Cobden District Health Service

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Clinical Dosage Calculations covers the important aspects of dosage calculations that you'll require to perform this essential part of clinical practice. It uses real-life cases, worked-out examples and real medication charts and

labels to help you to learn the content. The text starts with fundamental maths and familiarises you with medication charts and labels. It then moves on to chapters that cover specialist areas, allowing you to deepen your skills in a clinical context. Activities in each chapter introduce you to important concepts and you can test your overall knowledge with practice questions at the end of the text. New, print versions of this textbook come with bonus online study tools on the Got it! Dosage Calculations platform.

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Part 3 - Skills practice Practice questions Answers

MEDICATION SAFETY

Dispensing Drugs Without Error

Kenneth R. Baker, University of Florida, College of Pharmacy & Midwestern University College of Pharmacy

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ebook



A must-have for any pharmacy technician, MEDICATION SAFETY: DISPENSING DRUGS WITHOUT ERROR teaches you everything you need to know to succeed in your career. This practical guide to pharmacy systems incorporates the theory of

continuous quality improvement into every chapter and identifies where risk of error can be found and how plans can be developed and used to reduce those risks. It also covers the most neglected areas of pharmacy quality programs – monitoring the program after it is in place and determining its effectiveness. Throughout the text, points are illustrated with cases and events from actual claims against pharmacies. Drawing from his expertise in medical and pharmacy malpractice, the author gives you a comprehensive overview of the role of pharmacy technicians and pharmacists in today's rapidly changing practice of pharmacy.

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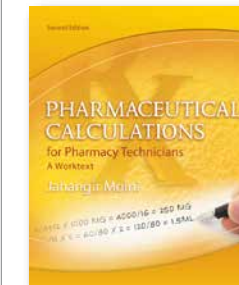
PHARMACEUTICAL CALCULATIONS FOR PHARMACY TECHNICIANS, 2E

A Worktext

Jahangir Moini, Eastern Florida State College

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ebook



Math is a critical element of pharmaceutical care and a sound knowledge of math concepts is key to succeeding as a pharmacy technician. The second edition PHARMACEUTICAL CALCULATIONS FOR PHARMACY TECHNICIANS: A

WORKTEXT, provides an effective, hands-on guide to essential math skills, from simple addition and subtraction to formulas used in dosage calculations and basic business math. This highly practical reference helps you develop strong math skills to perform accurate calculations with confidence and prevent medication errors. In addition to informative content, the text includes abundant examples of medication labels, medical forms, and other images to help you apply your professional skills in real-life situations. Now thoroughly updated, this edition is more useful than ever, providing an invaluable resource for students and professional pharmacy technicians alike.

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Part I: INTRODUCTION. 1. Fundamentals of Math. 2. Fractions and Decimals. 3. Ratios, Proportions, and Percents. 4. Celsius and Fahrenheit Temperature Conversions. Part II: PRESCRIPTIONS, DRUG LABELS, AND PERCENTAGE OF ERROR. 5. Interpretation of Prescriptions and Drug Labels. 6. Percentage of Error Due to Equipment. Part III: LIQUID MEASURES, CONCENTRATIONS, AND DILUTIONS. 7. Concentrations. 8. Dilutions and Solutions. Part IV: DOSAGE CALCULATIONS 9. Ratio and Proportion Method. 10. Dimensional Analysis. 11. Formula Method. 12. Oral Medication Labels and Dosage Calculations. 13. Reconstitution

of Powdered Drugs. 14. Parenteral Medication Labels and Dosage Calculation. 15. Intravenous Flow Rate Calculations. 16. Pediatric Drug Administration. Part V: PHARMACY OPERATIONS. 17. Business Math. Appendix A: Answers to Stop and Review Activities. Appendix B: Answers to Test Your Knowledge Questions. Appendix C: Answers to Case Studies. Appendix D: The Most Commonly Prescribed Drugs in 2011. Appendix E: Converting Measurements. Glossary. Index.

VIRTUAL MEDICATION SAFETY FOR TECHNICIANS CD-ROM

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Medication errors can have serious, and at times, life threatening consequences. VIRTUAL MEDICATION SAFETY FOR TECHNICIANS is a multimedia learning tool designed to simulate the day-to-day experiences of a pharmacy technician, with

special emphasis on the most common medication errors encountered in practice. Through a “virtual” pharmacy, you will be provided with a safe environment to practice responding to customer requests, interacting with the pharmacist and co-workers, and handling the challenges that arise each day at the pharmacy. In addition, you will be exposed to different types of high-risk, life-threatening medication errors so that you will learn how errors occur and how to systematically reduce those errors. Through practice and application in a low risk setting, you will be able to hone the professional skill-set needed to succeed in your externship and on the job. VIRTUAL MEDICATION SAFETY FOR TECHNICIANS is a must have for anyone preparing for a career as a pharmacy technician.

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EXTERNSHIP

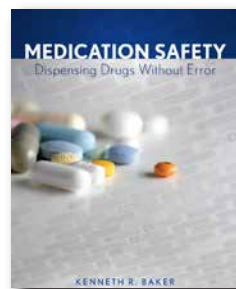
MEDICATION SAFETY

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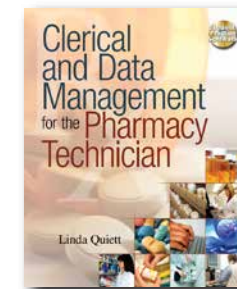
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CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN

Linda Quiett

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Working with and understanding pharmacy management software is an essential skill for the pharmacy technician. CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN covers all operations of pharmacy, from entering

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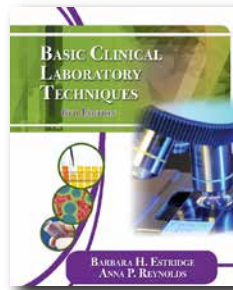
LAB PROCEDURES

BASIC CLINICAL LABORATORY TECHNIQUES, 6E

Barbara H. Estridge, Auburn University; Anna P. Reynolds, Auburn University

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BASIC CLINICAL LABORATORY TECHNIQUES, Sixth Edition demonstrates the techniques performed by laboratory workers and allied health care professionals, including basic clinical laboratory procedures and the theories

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BASIC CLINICAL LABORATORY TECHNIQUES, INTERNATIONAL EDITION, 6E

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BASIC CLINICAL LABORATORY TECHNIQUES, International Edition demonstrates the techniques performed by laboratory workers and allied health care professionals, including basic clinical laboratory

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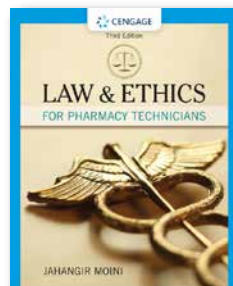
LAW AND ETHICS

LAW AND ETHICS FOR PHARMACY TECHNICIANS, 3E

Jahangir Moini, Eastern Florida State College

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Protect your patients and thrive in your career with LAW AND ETHICS FOR PHARMACY TECHNICIANS, 3rd Edition! Using real-life case studies, this one-of-a-kind resource lets you explore health care liabilities without risk as you develop

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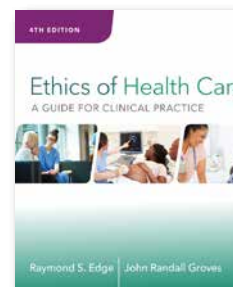
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University – Saint Louis; John Randall Groves, Ferris State University

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Designed for students pursuing careers in a variety of health care programs, ETHICS OF HEALTH CARE: A GUIDE FOR CLINICAL PRACTICE, 4e, equips you with the tools you need to make legal and ethical decisions in real-world practice. The text

teaches you the language of the legal system and biomedical ethics while emphasizing critical thinking, problem solving and professional behavior. The first four chapters provide the foundational knowledge you need to understand the legal system and ethical theory as it relates to health care practice. Later chapters build on these concepts as you explore ethical and legal health care controversies through a wide variety of issues such as reproductive health, organ donation, physician assisted dying, ethical allocation of health care, cloning, genetics, and human enhancements. Each chapter also includes legal and ethical case studies to help you put what you learn into practice.

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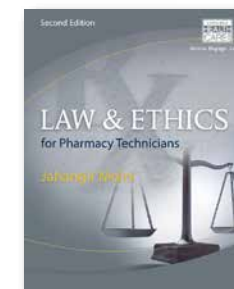
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LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2E

Jahangir Moini, Eastern Florida State College

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LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2nd Edition explores the legal and ethical landscape surrounding pharmacy technician careers today. Interactive and thought-provoking, the text uses case studies to draw you

into real-life legal and ethical dilemmas, which enhances critical thinking and broadens your perspectives. Beginning with an overview of liability as it applies to pharmacy technicians, chapters progress through state and federal regulations, ethics in pharmacy practice, HIPAA, workplace safety, and other key topics recommended by the Pharmacy Technician Certification Board (PTCB) and the American Society of Health System Pharmacists (ASHP). Engaging features also include end-of-chapter questions, highlighted state regulations, a glossary, and eight in-depth appendices on important topics ranging from Medication Errors to State Boards. More than a text, LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2nd Edition is an essential reference that helps you thrive in your ever-expanding pharmacy technician role and at any stage of your career.

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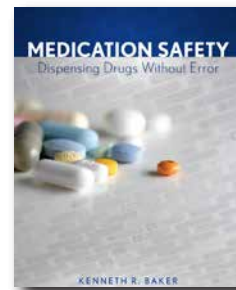
MEDICATION SAFETY

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PHARMACOLOGY

PHARMACOLOGY IN NURSING AUSTRALIAN & NEW ZEALAND EDITION, 3E

Bonita Broyles; Gayle McKenzie, La Trobe University; Sussan Pleunik; Rachel Page, Massey University

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Pharmacology in Nursing, 3rd Edition, focuses on the use of drugs as medications within the healthcare environment in Australia and New Zealand. The text helps you understand drugs and how they act on the various body systems and their disorders. It also

covers the responsibilities you have in relation to medication administration and patient management, with an emphasis on nursing care. A review of dosage calculations is also included.

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PATHOPHARMACOLOGY

Bruce J. Colbert, University of Pittsburgh at Johnstown; Kurtis Pierce, University of Pittsburgh at Johnstown

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M i n d T a p Pathopharmacology helps you learn on your terms. TAKES YOU FROM BASIC KNOWLEDGE AND UNDERSTANDING TO HIGHERLEVELLEARNING USING A LEARNING OBJECTIVES BASED APPROACH. MINDTAP

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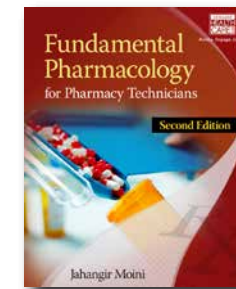
Dosage Forms. Module 5: Cancer and Antineoplastic Pharmacology. Module 6: Pathopharmacology of the Musculoskeletal System. Module 7: Pathopharmacology of the Integumentary System. Module 8: Gastrointestinal Diseases and Medications. Module 9: Pathopharmacology of the Endocrine System. Module 10: Pathopharmacology of the Urinary System. Module 11: Pathopharmacology of the Respiratory System. Module 12: Pathopharmacology of the Cardiovascular System. Module 13: Pathopharmacology of the Nervous System. Module 14: Pathopharmacology of the Eyes and Ears. Module 15: Pathopharmacology of the Reproductive System.

FUNDAMENTAL PHARMACOLOGY FOR PHARMACY TECHNICIANS, 2E

Jahangir Moini, Eastern Florida State College

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 ebook



FUNDAMENTAL PHARMACOLOGY FOR PHARMACY TECHNICIANS, 2e delivers a clear understanding of how pharmaceuticals act within the body, and the ways drugs are used to treat patients today. Written to deliver complex information

in a practical, easy-to-understand style, chapters impart a working knowledge of the medications that pharmacy technicians handle daily, along with each drug's mechanism of action, indications, adverse effects, contraindications, and interactions. The reading begins with an overview of anatomy and physiology, then explores how the body systems react to specific drug classes, and takes a detailed look at certain diseases in the context of prescription drug treatments. Charts, graphs, warning labels, and drug tables add depth to the readings, while exhaustive appendices and review questions test understanding and prepare you for the Pharmacy Technician Certification Board (PTCB) exam. FUNDAMENTAL PHARMACOLOGY FOR PHARMACY TECHNICIANS, 2e is the complete learning solution for pharmacy technicians in training!

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SECTION I: GENERAL ASPECTS OF PHARMACOLOGY. 1. Introduction to Pharmacology, Drug Legislation, and Regulation. 2. Drug Sources and Dosage Forms. 3. Biopharmaceutics. 4. Ordering Medications. SECTION II: Pharmacology Related to Specific Body Systems and Disorders. 5. Drug Therapy for the Nervous System: Antipsychotic and Antidepressant Drugs. 6. Drug Therapy for the Nervous System: Antianxiety and Hypnotic Drugs. 7. Drug Therapy for the Autonomic Nervous System.

8. Drug Therapy for Parkinson's and Alzheimer's Diseases. 9. Drug Therapy for Seizures. 10. Anesthetic Drugs. 11. Drug Therapy for the Musculoskeletal System. 12. Drug Therapy for Cardiovascular Disorders. 13. Antihypertensive Agents and Hyperlipidemia. 14. Diuretics. 15. Anticoagulant Drugs. 16. Drug Therapy for Allergies and Respiratory Disorders. 17. Drug Therapy for Gastrointestinal Disorders. 18. Hormonal Therapy for Endocrine Gland Disorders. 19. Hormones of the Reproductive System and Contraceptives. SECTION III: Pharmacology for Disorders Affecting Multi-body Systems. 20. Vitamins, Minerals, and Nutritional Supplements. 21. Antineoplastic Agents. 22. Analgesics. 23. Anti-infectives and Systemic Antibacterial Agents. 24. Antiviral, Antifungal, and Antiprotozoal Agents. SECTION IV: Pharmacology for Specific Populations. 25. Drug Therapy During Pregnancy and Lactation. 26. Drug Therapy for Pediatric Patients. 27. Drug Therapy in Geriatrics. SECTION V: Miscellaneous. 28. Misused, Abused, and Addictive Drugs. Appendix A: Case Studies. Appendix B: Top 200 Drugs by Prescriptions Dispensed and Total Sales. Appendix C: Common Look-alike and Sound-alike Drugs. Appendix D: Classifications of Drug Schedules in the United States and Canada. Appendix E: Drug Dosage Calculations. Appendix F: Immunizations. Appendix G: Specific Antidotes. Appendix H: Reporting of Medical Errors. Appendix I: Drug/Food Interactions. Appendix J: Drugs That Should Not Be Crushed. Appendix K: Drug Identification Guide. Appendix L: Poisonous Substances.

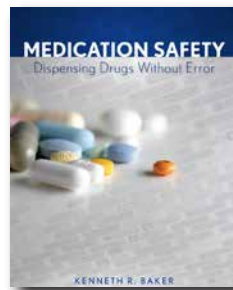
MEDICATION SAFETY

Dispensing Drugs Without Error

Kenneth R. Baker, University of Florida, College of Pharmacy & Midwestern University College of Pharmacy

© 2013, 256pp, Paperback, 9781111539467

ebook



A must-have for any pharmacy technician, **MEDICATION SAFETY: DISPENSING DRUGS WITHOUT ERROR** teaches you everything you need to know to succeed in your career. This practical guide to pharmacy systems incorporates the theory of

continuous quality improvement into every chapter and identifies where risk of error can be found and how plans can be developed and used to reduce those risks. It also covers the most neglected areas of pharmacy quality programs – monitoring the program after it is in place and determining its effectiveness. Throughout the text, points are illustrated with cases and events from actual claims against pharmacies. Drawing from his expertise in medical and pharmacy malpractice, the author gives you a comprehensive overview of the role of pharmacy technicians and pharmacists in today's rapidly changing practice of pharmacy.

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1. The Theory of Quality: A Pharmacy Imperative.
2. The Role of the Pharmacy Technician in Reducing Medication Errors.
3. The Pharmacist's Role in Reducing Medication Errors.
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5. Identify the Risks: Determining Where Mistakes Could be Made in the System?
6. Best Practices & Other Tools: Practices to Reduce the Risk of Errors.
7. Refining the Workflow.
8. Training for Quality: Making it Work.
9. Monitoring & Learning from Mistakes: The Last Step in Quality.
10. Role of the Patient in Preventing Medication Errors.

VIRTUAL MEDICATION SAFETY FOR TECHNICIANS CD-ROM

Delmar Cengage Learning

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Medication errors can have serious, and at times, life threatening consequences. **VIRTUAL MEDICATION SAFETY FOR TECHNICIANS** is a multimedia learning tool designed to simulate the day-to-day experiences of a pharmacy technician, with

special emphasis on the most common medication errors encountered in practice. Through a "virtual" pharmacy, you will be provided with a safe environment to practice responding to customer requests, interacting with the pharmacist and co-workers, and handling the challenges that arise each day at the pharmacy. In addition, you will be exposed to different types of high-risk, life-threatening medication errors so that you will learn how errors occur and how to systematically reduce those errors. Through practice and application in a low risk setting, you will be able to hone the professional skill-set needed to succeed in your externship and on the job. **VIRTUAL MEDICATION SAFETY FOR TECHNICIANS** is a must have for anyone preparing for a career as a pharmacy technician.

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1. Tutorial.
2. Look Alike Drugs.
3. Abbreviations and Symbols.
4. Sound Alike Drugs.
5. MedWatch.
6. Incorrect Drug Dispensed.
7. Medication Interactions.
8. Labeling Mix-Up.
9. Stress and Fatigue.
10. Contaminated Medications.
11. Unprofessional Working Environment.

PHARMACY TERMINOLOGY

PHARMACY PRACTICE FOR TECHNICIANS, 5E

Zachary I. Hanan, ZIH Pharmacy Associates; Board of Trustees at the Albany College of Pharmacy and Health Sciences; Sr. Jane M. Durgin, St. John's University, Jamaica, NY

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ebook



Designed to fully prepare you for the challenges of a career in the pharmacy industry, the Fifth Edition of **DURGIN AND HANAN'S PHARMACY PRACTICE FOR TECHNICIANS** continues to provide you with the comprehensive coverage that has made

previous editions so popular. Useful as both a learning tool and a reference manual, this practical text covers all aspects of contemporary health care and pharmacy practice, including comprehensive information on basic pharmacy concepts and changes in pharmacy technician duties, practice and regulatory standards. With increased coverage of prescription drug plans, career opportunities, and communication skills, this "classic" text provides you with the information needed to excel in a variety of pharmacy settings.

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Preface (Sister Jane M. Durgin and Zachary I. Hanan). Introduction (Lisa S. Lifshin). Acknowledgements (Sister Jane M. Durgin and Zachary I. Hanan). **PART I: OVERVIEW OF HEALTH CARE.** 1. Historical Developments in Pharmacy and Health Care (Sr. Jane M. Durgin). 2. Organizational Structure and Function of the Hospital/ Health System and the Department of Pharmacy (Douglas E. Miller). 3. Home Health Care (Barbara Limburg Mancini). 4. Long-Term Care (Richard J. Lohne, Jonathan Shataal). 5. Community Pharmacy Practice (Maria Marzella Mantione, Carmella Avena-Woods). 6. Pharmacy Practice in the Armed Forces (Christopher G. Lynch,

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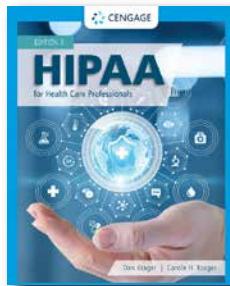
NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed

examples, real-life scenarios, and thought-provoking questions and discussions, the text walks readers through key areas of Titles I and II, including fundamentals, privacy, and security. Updates also show readers where and how HIPAA impacts health care through other laws, and dispels common HIPAA myths that can wreak havoc in the workplace. Designed for the modern student, HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, now offers a digital MindTap course to help busy students interact with material and as they read and learn in the classroom, at home, or on the go.

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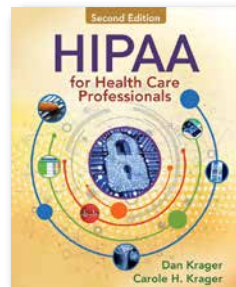
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, clearly explains the Health Insurance Portability and Accountability Act, including fundamentals, privacy, security, and common myths. This updated edition also shows you where and

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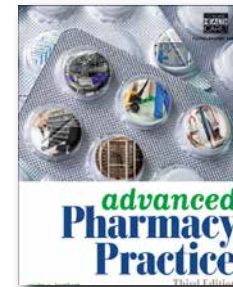
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ADVANCED PHARMACY PRACTICE, 3E

Anita A. Lambert

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The only book of its kind on the market, ADVANCED PHARMACY PRACTICE, 3rd Edition explores nontraditional pharmacy practice for both pharmacists and pharmacy technicians. As pharmacy practice expands into long-term care, home health, home-

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1. Pharmacy and the U.S. Health Care System. 2. Introduction to Long-Term Care. 3. The Long-Term Care Pharmacy. 4. Legislation and Regulations for Long-Term Care Pharmacy. 5. The Roles of the Pharmacist and the Pharmacy Technician in Long-Term Care. 6. Home Health Care. 7. Home Infusion Pharmacy. 8. Managed Care Pharmacy.

9. Mail-Order Pharmacy. 10. Specialty Pharmacy. 11. Nuclear Pharmacy. 12. Hospice Pharmacy. 13. Veterinary Pharmacy. 14. Telepharmacy. 15. Federal Pharmacy. 16. Pharmaceutical Industry. 17. Advanced Roles and Future Trends in Pharmacy. Appendix A: Material Safety Data Sheet. Appendix B: Pharmacy Organizations. Appendix C: Pharmacy Publications. Appendix D: Answers to Self-Assessment Questions.

PHARMACY PRACTICE FOR TECHNICIANS, 5E

Zachary I. Hanan, ZIH Pharmacy Associates; Board of Trustees at the Albany College of Pharmacy and Health Sciences; Sr. Jane M. Durgin, St. John's University, Jamaica, NY

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previous editions so popular. Useful as both a learning tool and a reference manual, this practical text covers all aspects of contemporary health care and pharmacy practice, including comprehensive information on basic pharmacy concepts and changes in pharmacy technician duties, practice and regulatory standards. With increased coverage of prescription drug plans, career opportunities, and communication skills, this "classic" text provides you with the information needed to excel in a variety of pharmacy settings.

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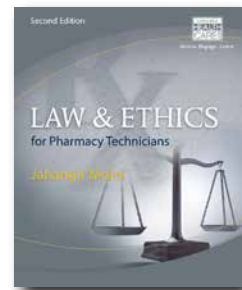
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LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2E

Jahangir Moini, Eastern Florida State College

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ebook



LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2nd Edition explores the legal and ethical landscape surrounding pharmacy technician careers today. Interactive and thought-provoking, the text uses case studies to draw you

into real-life legal and ethical dilemmas, which enhances critical thinking and broadens your perspectives. Beginning with an overview of liability as it applies to pharmacy technicians, chapters progress through state and federal regulations, ethics in pharmacy practice, HIPAA, workplace safety, and other key topics recommended by the Pharmacy Technician Certification Board (PTCB) and the American Society of Health System Pharmacists (ASHP). Engaging features also include end-of-chapter questions, highlighted state regulations, a glossary, and eight in-depth appendices on important topics ranging from Medication Errors to State Boards. More than a text, LAW AND ETHICS FOR PHARMACY TECHNICIANS, 2nd Edition is an essential

reference that helps you thrive in your ever-expanding pharmacy technician role and at any stage of your career.

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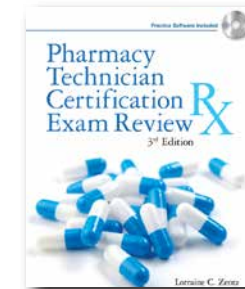
General Introduction. SECTION A: THE FOUNDATION OF LAW AND ETHICS. 1. Introduction to Law. 2. Principles of Liability. 3. Ethics in the Pharmacy Practice SECTION B: FEDERAL LAWS. 4. Federal Regulation of Drug Products. 5. Comprehensive Drug Abuse and Prevention Control Act: A Closer Look. 6. The Health Insurance Portability and Accountability Act (HIPAA). 7. Workplace Safety Laws. SECTION C: STATE LAWS AFFECTING PHARMACY PRACTICE. 8. State Laws and Pharmacy Practice. 9. State Boards of Pharmacy and The Joint Commission. Appendices. Appendix A. Suggested Responses to "What Would You Do?" and "You Be the Judge." Appendix B. Medication Errors (MedWatch). Appendix C. Special Tasks for Pharmacy Technicians in Community Settings. Appendix D. State-by-State Approved Duties of Pharmacy Technicians in Hospital Settings. Appendix E. State Qualifications for Pharmacy Technicians. Appendix F. State Boards of Pharmacy. Appendix G. Professional Organizations. Appendix H. United States Pharmacopeial Foundation (USP) and National Formulary (NF) Drug Monograph Sample. Glossary. Index.

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E

Lorraine C. Zentz

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PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW, 3E is a comprehensive, all-inclusive study tool to help prepare your students to become certified pharmacy technicians on a national level. This book mirrors content covered on the

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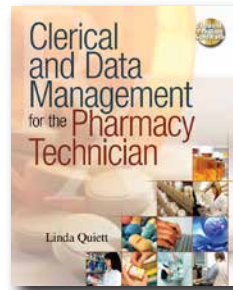
TECHNOLOGY / MULTIMEDIA

CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN

Linda Quiett

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ebook



Working with and understanding pharmacy management software is an essential skill for the pharmacy technician. CLERICAL AND DATA MANAGEMENT FOR THE PHARMACY TECHNICIAN covers all operations of pharmacy, from entering

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RADIOGRAPHIC TECHNOLOGY

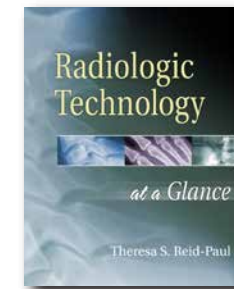
EXAM REVIEW

RADIOLOGIC TECHNOLOGY AT A GLANCE

Theresa S. Reid-Paul, Keiser University

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ebook



RADIOLOGIC TECHNOLOGY AT A GLANCE, 1st edition is an essential part of your journey from student to professional. Aligned with the five major content categories of the national ARRT exam, the text is designed to help clarify and

explain imaging concepts and theories critical to the imaging profession. The user-friendly format promotes critical thinking and reinforces retention of material. Each chapter provides learning objectives, an overview of the concept, discussion of important terminology, formulas, and imaging practice, and includes hundreds of tables and illustrations. Practice exercises like matching, critical thinking, and retention of material exercises help reinforce major concepts and identify areas where more review may be needed. Accompanying software offers additional practice, including exam style review questions and a comprehensive audio pronunciation library. Whether you bring this text with you to class, use it as test preparation, or carry it on the job, you will find that RADIOLOGIC TECHNOLOGY AT A GLANCE clarifies and reinforces your understanding of critical concepts related to the imaging profession.

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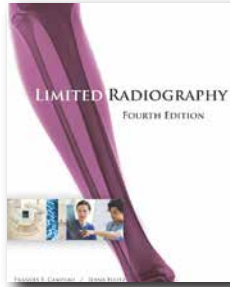
IMAGING

LIMITED RADIOGRAPHY, 4E

Frances Campeau, *University of Louisville Radiography Program, Louisville, Kentucky*; Jeana Fleitz, *M.Ed., RT (R) (M), Former faculty at Jefferson Community and Technical College*

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Featuring a new full-color design and packed with illustrations, LIMITED RADIOGRAPHY, 4e is an ideal resource for beginning radiography students and limited radiographer training. It offers a comprehensive presentation of both core

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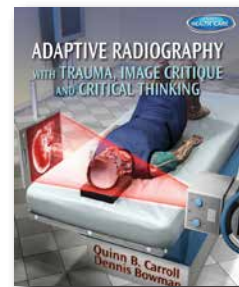
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ADAPTIVE RADIOGRAPHY WITH TRAUMA, IMAGE CRITIQUE AND CRITICAL THINKING

Quinn Carroll, *Midland College Radiography Program, Midland, TX (Retired)*; Dennis Bowman, *Cabrillo College Radiologic Technology Program, Aptos, CA*

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ADAPTIVE RADIOGRAPHY WITH TRAUMA, IMAGE CRITIQUE, AND CRITICAL THINKING, 1st Edition gives you a fresh perspective on radiographic positioning and critiquing in the real world. Unlike most radiography books, which

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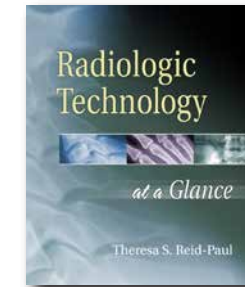
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RADIOLOGIC TECHNOLOGY AT A GLANCE

Theresa S. Reid-Paul, *Keiser University*

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RADIOLOGIC TECHNOLOGY AT A GLANCE, 1st edition is an essential part of your journey from student to professional. Aligned with the five major content categories of the national ARRT exam, the text is designed to help clarify and

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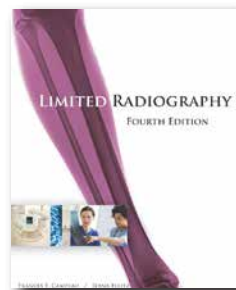
LIMITED RADIOGRAPHY

LIMITED RADIOGRAPHY, 4E

Frances Campeau, University of Louisville Radiography Program, Louisville, Kentucky; Jeana Fleitz, M.Ed., RT (R) (M), Former faculty at Jefferson Community and Technical College

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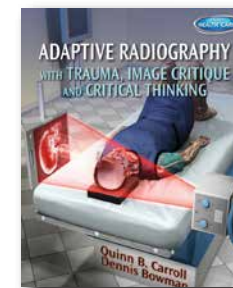
POSITIONING AND PROCEDURES

ADAPTIVE RADIOGRAPHY WITH TRAUMA, IMAGE CRITIQUE AND CRITICAL THINKING

Quinn Carroll, Midland College Radiography Program, Midland, TX (Retired); Dennis Bowman, Cabrillo College Radiologic Technology Program, Aptos, CA

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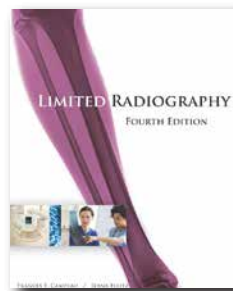
RADIATION

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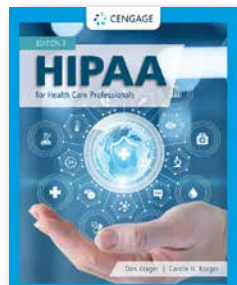
NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed examples, real-life scenarios, and thought-provoking questions and discussions, the text walks readers through key areas of Titles I and II, including fundamentals, privacy, and security. Updates also show readers where and how HIPAA impacts health care through other laws, and dispels common HIPAA myths that can wreak havoc in the workplace. Designed for the modern student, HIPAA FOR HEALTH CARE PROFESSIONALS, 2nd Edition, now offers a digital MindTap course to help busy students interact with material and as they read and learn in the classroom, at home, or on the go.

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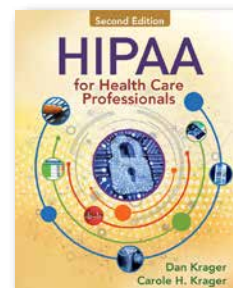
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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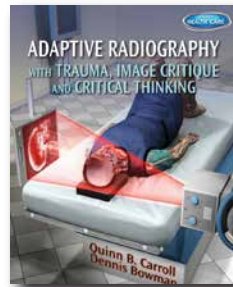
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ADAPTIVE RADIOGRAPHY WITH TRAUMA, IMAGE CRITIQUE AND CRITICAL THINKING

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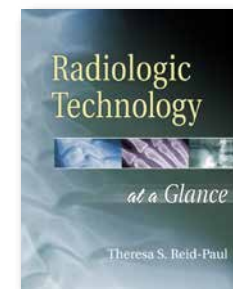
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SECTIONAL ANATOMY

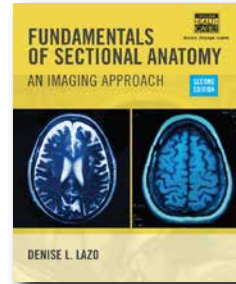
FUNDAMENTALS OF SECTIONAL ANATOMY, 2E

An Imaging Approach

Denise L. Lazo, Community College of Rhode Island, Jamestown, RI

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The second edition of Fundamentals of Sectional Anatomy: An Imaging Approach is the ideal introductory text for new radiography students, seasoned students preparing for the CT and MRI exams, or anyone interested in learning about

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RESPIRATORY CARE

ANATOMY & PHYSIOLOGY - CARDIOPULMONARY

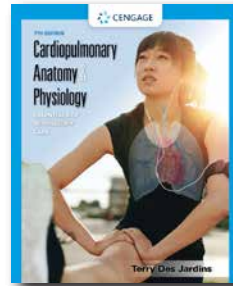
CARDIOPULMONARY ANATOMY & PHYSIOLOGY, 7E

Essentials of Respiratory Care

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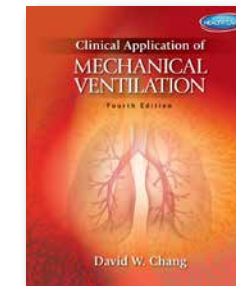
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CLINICAL APPLICATION OF MECHANICAL VENTILATION, 4E

David W. Chang, University of South Alabama, Mobile, Alabama

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CLINICAL APPLICATION OF MECHANICAL VENTILATION, FOURTH EDITION integrates fundamental concepts of respiratory physiology with the day-to-day duties of a respiratory care professional. Utilizing the wide degree of topics

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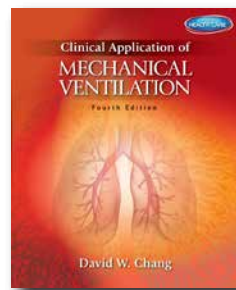
CASE PROFILES

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CLINICAL COMPETENCIES

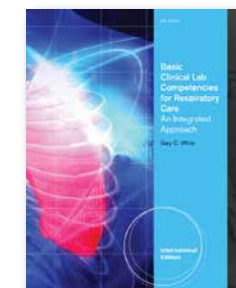
BASIC CLINICAL LAB COMPETENCIES FOR RESPIRATORY CARE, 5E

An Integrated Approach, International Edition

Gary C. White, M.Ed., RRT, CPFT, Spokane Community College

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A long time favorite, BASIC CLINICAL LAB COMPETENCIES FOR RESPIRATORY CARE: AN INTEGRATED APPROACH, 5E, International Edition continues to bring classroom theory to life at the bedside. Known for its integration of

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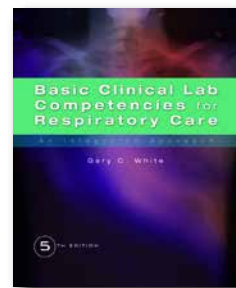
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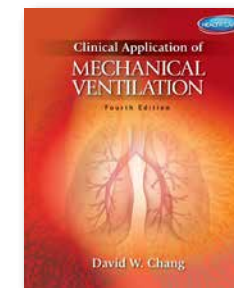
EQUIPMENT

CLINICAL APPLICATION OF MECHANICAL VENTILATION, 4E

David W. Chang, University of South Alabama, Mobile, Alabama

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CLINICAL APPLICATION OF MECHANICAL VENTILATION, FOURTH EDITION integrates fundamental concepts of respiratory physiology with the day-to-day duties of a respiratory care professional. Utilizing the wide degree of topics

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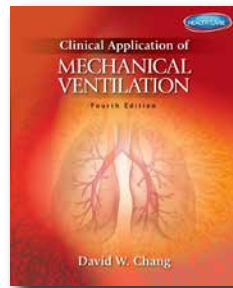
EXAM REVIEW

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FOUNDATIONS

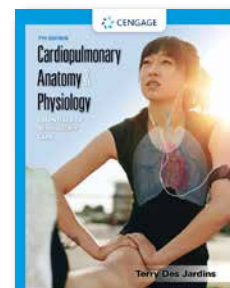
CARDIOPULMONARY ANATOMY & PHYSIOLOGY, 7E

Essentials of Respiratory Care

Terry Des Jardins, Parkland College, Champaign, Illinois

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Prepare for a career as a leading respiratory therapist with the solid foundation in anatomy and physiology found in Des Jardins' best-selling **CARDIOPULMONARY ANATOMY & PHYSIOLOGY: ESSENTIALS OF**

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the Cardiopulmonary System. 11. Aging and The Cardiopulmonary System. SECTION II: ADVANCED CARDIOPULMONARY CONCEPTS AND RELATED AREAS THE ESSENTIALS. 12. Electrophysiology of the Heart. 13. The Standard 12ECG System. 14. ECG Interpretation. 15. Hemodynamic Measurements. 16. Renal Failure and Its Effects on the Cardiopulmonary System. 17. Sleep Physiology and Its Relationship to the Cardiopulmonary System. SECTION III: THE CARDIOPULMONARY SYSTEM DURING UNUSUAL ENVIRONMENTAL CONDITIONS. 18. Exercise and Its Effects on the Cardiopulmonary System. 19. High Altitude and Its Effects on the Cardiopulmonary System. 20. High Pressure Environmentals and Their Effects on the Cardiopulmonary System. Glossary APPENDIX I: Symbols and Abbreviations. APPENDIX II: Units of Measurement. APPENDIX III: Poiseuille's Law. APPENDIX IV: Dubois Body Surface Chart. APPENDIX V: Cardiopulmonary Profile. APPENDIX VI: PCO₂/HCO₃/pH Nomogram. APPENDIX VII: Calculating Heart Rate by Counting the Number of Large ECG Squares. APPENDICES VIII: Answers to Review Questions in Text. Bibliography. Index.

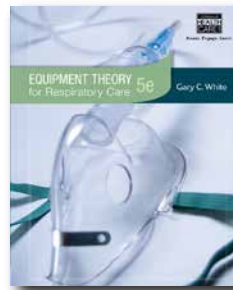
MECHANICAL VENTILATION

EQUIPMENT THEORY FOR RESPIRATORY CARE, 5E

Gary White, MEd, RRT, CPFT, Spokane Community College, Spokane, Washington

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The fifth edition of *Equipment Theory for Respiratory Care* employs a comprehensive, competency-based approach to describe the equipment and latest technology used in the respiratory care setting. With an approachable style,

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1. Medical Gas Supply Equipment. 2. Medical Gas Therapy Equipment. 3. Humidity and Aerosol Therapy Equipment. 4. Hyperinflation Therapy Equipment. 5. Airway Management Equipment. 6. Physiological Measurement and Monitoring Devices. 7. Mechanical Ventilator Theory and Classification. 8. Ventilators with Flow and Pressure Control Variables. 9. Pediatric and Neonatal Ventilators. 10. Non-Invasive, Homecare and Transport Ventilators. 11. High Frequency Mechanical Ventilators.

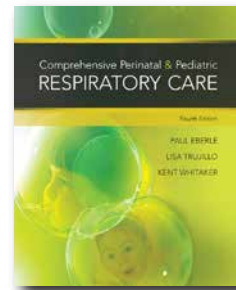
PERINATAL AND PEDIATRIC

COMPREHENSIVE PERINATAL & PEDIATRIC RESPIRATORY CARE, 4E

Kent Whitaker; Paul Eberle, Weber State University; Lisa Trujillo, Weber State University

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PEDIATRIC PATIENT. 10. Techniques of Pediatric Resuscitation and Stabilization. 11. Assessment of the Pediatric Patient. 12. Respiratory Care Procedures for the Pediatric Patient. 13. Continuing Care of the Pediatric Patient. 14. Pediatric Diseases Requiring Respiratory Care. Unit 3. GENERAL CONCEPTS OF CLINICAL MEDICINE. 15. Pharmacology. 16. Assessment of Oxygenation and Ventilation. 17. Chest X-Ray Interpretation. Unit 4. MANAGEMENT OF VENTILATION AND OXYGENATION. 18. Concepts of Mechanical Ventilation. 19. Management of the Patient Ventilator System. 20. Common Ventilators and Monitors. 21. Special Procedures and Non-conventional Ventilatory Techniques. Unit 5. ADVANCED AND SPECIALTY CARE. 22. Perinatal Transport. 23. Home Care. 24. Care of the Parents.

REFERENCE

NEW EDITION

HIPAA FOR HEALTH CARE PROFESSIONALS, 3E

Dan Krager; Carole Krager, Olney Central College, Olney, IL

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HIPAA FOR HEALTH CARE PROFESSIONALS, 3rd Edition, clearly explains the Health Insurance Portability and Accountability Act with concepts and applications for health care professionals. Adding context to the readings with detailed

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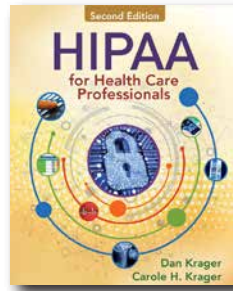
1. Introduction to HIPAA. 2. Privacy Issues Explained. 3. Transactions and Code Sets. 4. Security Ruling Explained. 5. Unique Health Identifiers and HIPAA Myths. 6. Further Rulings Influencing HIPAA. Appendix. Glossary. Index.

HIPAA FOR HEALTH CARE PROFESSIONALS, 2E

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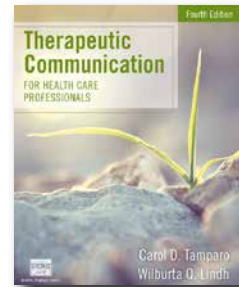
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THERAPEUTIC COMMUNICATION FOR HEALTH CARE PROFESSIONALS, 4E

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1. Therapeutic Communication. 2. Multicultural Therapeutic Communication. 3. Therapeutic Communication in Complementary Medicine. 4. The Helping Interview. 5. The Therapeutic Response Across the Life Span. 6. The Therapeutic Response to Stressed, Anxious, and Fearful Clients. 7. The Therapeutic Response to Angry, Aggressive, Abused, or Abusive Clients. 8. The Therapeutic Response to Depressed and/or Suicidal Clients. 9. The Therapeutic Response to Clients with

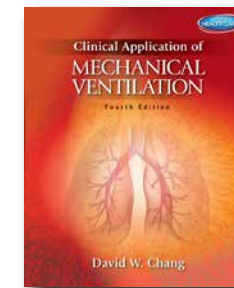
Substance-Related and Addictive Disorders. 10. The Therapeutic Response to Clients with Life-Altering Illness. 11. The Therapeutic Response to Clients Experiencing Loss, Grief, Dying, and Death. Appendix A: Theories of Growth and Development. Appendix B: Defense Mechanisms.

CLINICAL APPLICATION OF MECHANICAL VENTILATION, 4E

David W. Chang, University of South Alabama, Mobile, Alabama

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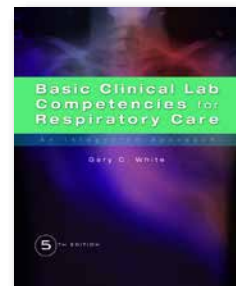
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SURGICAL TECHNOLOGY

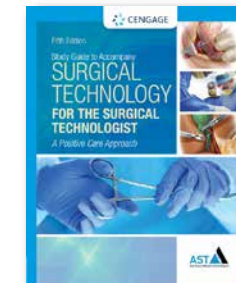
COMPREHENSIVE

STUDY GUIDE WITH LAB MANUAL FOR THE ASSOCIATION OF SURGICAL TECHNOLOGISTS' SURGICAL TECHNOLOGY FOR THE SURGICAL TECHNOLOGIST: A POSITIVE CARE APPROACH, 5TH, 5E

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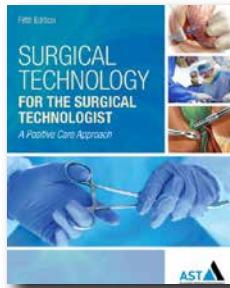
SURGICAL TECHNOLOGY FOR THE SURGICAL TECHNOLOGIST, 5E

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ETHICS & LAW

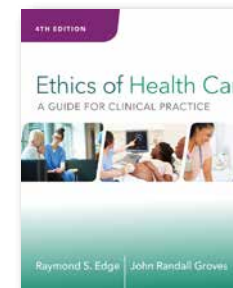
ETHICS OF HEALTH CARE, 4E

A Guide for Clinical Practice

Raymond S. Edge, Dean, School of Health Professions (Retired), Maryville University - Saint Louis; John Randall Groves, Ferris State University

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MICROBIOLOGY

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PHARMACOLOGY

PATHOPHARMACOLOGY

Bruce J. Colbert, University of Pittsburgh at Johnstown; Kurtis Pierce, University of Pittsburgh at Johnstown

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PRACTICAL PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

Teri Junge, Triton College

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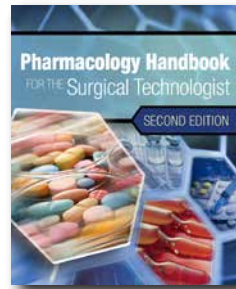
Preface. 1. Introduction to Pharmacology. 2. Dimensional Analysis. 3. Drug Identification and Classification. 4. Drug Sources. 5. Drug Forms. 6. Routes of Administration. 7. Pharmacokinetics. 8. Pharmacodynamics. 9. Drug Handling. 10. Medications Commonly Used in the Surgical Environment. Answers to Critical Thinking Review Questions. Study Questions. Glossary. Index.

PHARMACOLOGY HANDBOOK FOR THE SURGICAL TECHNOLOGIST, 2E

Jeff Feix, Vernon College, Vernon, TX

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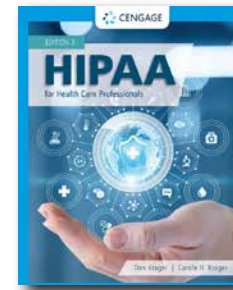
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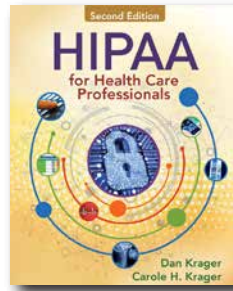
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SURGICAL MAYO SETUPS, SPIRAL BOUND VERSION, 2E

Tammy Allhoff, Pearl River Community College; Debbie Hinton, Pearl River Community College

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Whether you're a new surgical technologist or starting to learn the field, SURGICAL MAYO SETUPS, 2nd Edition is the reliable, detailed resource you need for success in any operating room! Newly revised with more than 130

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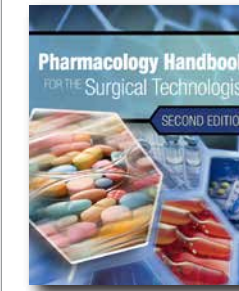
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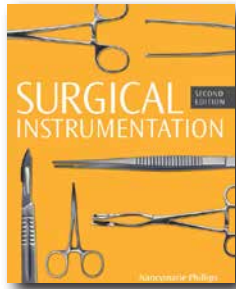
SURGICAL INSTRUMENTS

SURGICAL INSTRUMENTATION, SPIRAL BOUND VERSION, 2E

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15. Endoscopic Instrumentation.
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VETERINARY TECHNOLOGY

VETERINARY TECHNOLOGY

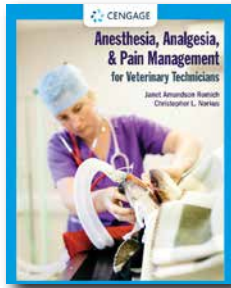
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ANESTHESIA, ANALGESIA, AND PAIN MANAGEMENT FOR VETERINARY TECHNICIANS

Janet Amundson Romich, Madison Area Technical College

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Packed with learning tools, Romich's ANESTHESIA, ANALGESIA, AND PAIN MANAGEMENT FOR VETERINARY TECHNICIANS explains the science of anesthesia and how that knowledge is applied to a clinical setting. Detailed photos and

illustrations help you understand complex content. Critical thinking questions and case studies sharpen your critical thinking and multitasking skills. And national board exam style multiple choice questions help prepare you for certification exams. Pharmacology coverage details the "hows and whys" of a drug's action, while numerous examples demonstrate how to perform drug dose and fluid calculations. Additional online resources include mathematics reviews, anesthesia records, anesthesia monitoring guidelines and pain scales. Delivering the "missing pieces," this first edition equips you with a thorough understanding of how to perform responsible anesthesia.

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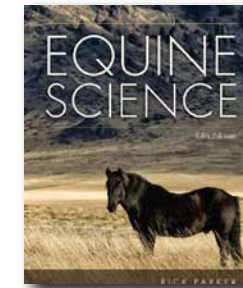
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21. Pain Management in Laboratory Mice and Rats.

EQUINE SCIENCE, 5E

R.O. (Rick) Parker, Ph.D., College of Southern Idaho

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This engaging, informative text provides a thorough introduction to equine care and management. EQUINE SCIENCE, Fifth Edition, features a full-color layout, numerous photos, and vivid illustrations that help bring chapter material to life, as well as a logical, easy-to-

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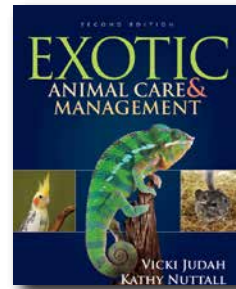
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 21. Business Aspects.
 22. Career Opportunities.
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EXOTIC ANIMAL CARE AND MANAGEMENT, 2E

Vicki Judah; Kathy Nuttall, Jordan Applied Technology Center

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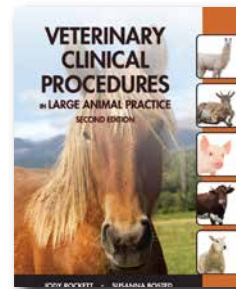
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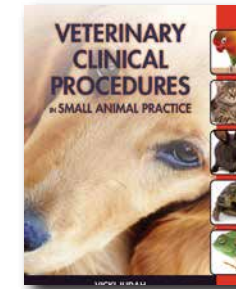
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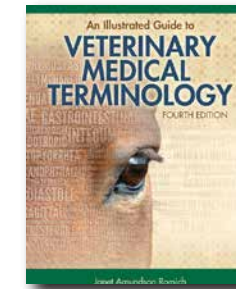
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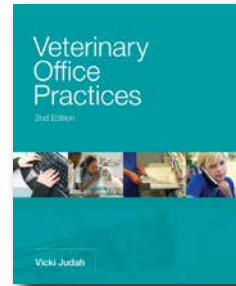
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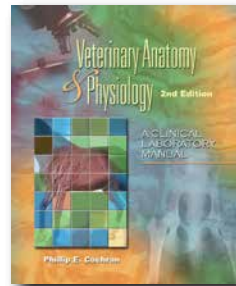
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