

**SOUTH TEXAS TRAINING CENTER - LAREDO  
MEDIA & LEARNING RESOURCES LIST**

**CAMPUS LIBRARY**

**TEXTBOOK RESOURCES**

<b>TITLE</b>	<b>AUTHOR OR PUBLISHER</b>	<b>ISBN</b>
Administrative Medical Assisting - Foundations and Practice	Christine Malone	9780131999329
Advanced Skills for Nursing Assistants	Francie Wolgin	9780131779853
Assisting with Patient Care	Bernie Gorek	9780323026581
Assisting with Patient Care	Sheila A. Sorrentino	9780323024969
Being a Nursing Assistant	Francie Wolgin	9780131828735
Campbell-Walsh Urology	Alan J. Wein. Louis R. Kavoussi	9781455775675
Case Studies for Use with Computers in the Medical Office	Susan Sanderson	9780073374895
Client-Centered Care for Clinical Med Assisting-Iml	Koprucki	9781401861797
Client-Centered Care for Clinical Medical Assisting	Victoria Roehmholdt Koprucki	9781401861780
Clinical Medical Assisting	Wilburta Q. Lindh. Marilyn S. Pooler. Carol D Tamparo. PhD. CMA-A. Barbara M. Dahl. Carol D. Tamparo. Lindh. Pooler. Dahl	9781401881337
Clinical Medical Assisting - Foundations and Practice	Margaret Schell Frazier. Connie Morgan	9780130893376
Comprehensive Med Assisting Workbook 3e-Capps College (Spl)	Lindh. Pooler. Tamparo	9781401881252
Computers in the Medical Office	Susan Sanderson	9780073374604
Contemporary Medical Office Procedures	Doris Humphrey	9781401863456
Conversational Spanish for Health Professionals - Essential Expressions. Questions. and Directions for Medical Personnel to Facilitate Conversation with Spanish-speaking Patients and Coworkers	Rochelle K. Kelz	9780827367753
CPT 2017 Professional Edition	American Medical Association	9781622024001
Delmar's Clinical Medical Assisting	Wilburta Q. Lindh. Marilyn S. Pooler. Barbara M. Dahl	9781401881320
Delmar's Clinical Medical Assisting	Wilburta Q. Lindh	9780766824263
Delmar's English/Spanish Pocket Dictionary for Health Professionals	Rochelle K. Kelz	9780827361713
Diversified Health Occupations	Louise Simmers	9780827349711
Dorland's Pocket Medical Dictionary	William Alexander Newman Dorland	9781416001010
Electronic Health Records	Byron Hamilton	9780073402147
Essentials of Electronic Health Records	Richard Gartee	9780137085255
Exploring Electronic Health Records	Darline Foltz. Karen Lankisch	9780763857240
For Goodness' Sake - A Daily Book of Cheer for Nurses' Aides and Others who Care	Bethany G. Knight	9781888343250
Fundamentals of BLS for Healthcare Providers		9780874933192
Getting Started in the Computerized Medical Office - Fundamentals and Practice	Cindy Correa	9781401830380
Guía de técnicas para ayudantes de salud en el hogar	Jetta Lee Fuzy. Hartman Publishing. Inc	9781604250091
Guía de Técnicas para Ayudantes de Salud en el Hogar	Hartman Publishing Inc.	9781604250589
Guía de Técnicas para Ayudantes de Salud en el Hogar	Hartman Publishing. Jetta Lee Fuzy. William Leahy	9781604250220
Health Information - Management of a Strategic	Mervat Abdelhak. Mary Alice	9780323263481

Resource	Hanken	
Health Insurance Today	Janet I. Beik. Janet I. Beik. AA. BA. MEd. Julie Pepper. Julie Pepper. BS. CMA (AAMA)	9780323655538
Healthcare Information Technology Exam Guide for CompTIA Healthcare IT Technician and HIT Pro Certifications	Kathleen McCormick. Brian Gugerty	9780071802802
Homemaker - Home Health Aide	Helen Huber. Audree Spatz	9780827352704
ICD-10-CM - International Classification of Diseases. 10th Revision. Clinical Modification. Color Coded. 2018		9781946868022
ICD-10-PCS - International Classification of Diseases. 10th Revision. Procedure Coding System. 2018		9781946868039
Iml T/A Law. Liabi	FLIGHT	9781401840341
Iml-Admin Medical Assisting	Pooler. TAMPARO. LINDH	9781401881375
Insurance Handbook for the Medical Office	Marilyn Fordney. Marilyn Takahashi Fordney	9780323316255
Intravenous Infusion Therapy for Medical Assistants	Dianne L. Josephson. Nina Beaman	9781401832858
Intravenous Infusion Therapy for Medical Assistants	Dianne L. Josephson. Nina Beaman	9781401881245
Kinn's the Medical Assistant - An Applied Learning Approach	Deborah B. Proctor. Alexandra Patricia Adams	9781455726783
Law & Ethics for the Health Professions	Carlene Harrison. Ed.D. CMA. Karen Judson. BS	9780073374710
Libro de Actividades - Guia De Tecnicas Para Asistentes De Enfermeria. Segunda Edicion	Inc. Hartman Publishing	9781888343861
Libro de Actividades Guía Básica de Hartman para el Cuidado Por Asistentes de Enfermería	Hartman Publishing Inc.	9781604250541
Life Worth Living - How Someone You Love Can Still Enjoy Life in a Nursing Home : the Eden Alternative in Action	William H. Thomas	9780964108967
Lippincott Williams & Wilkins' Comprehensive Medical Assisting	Judy Kronenberger. Laura Southard Durham. Denise Woodson	9781451100655
Mastering Healthcare Terminology	Betsy J. Shiland	9780323298582
Medical Assisting - Administrative and Clinical Competencies	Lucille Keir. Barbara A. Wise. Connie Krebs	9780766841468
Medical Assisting - Administrative and Clinical Competencies 2006	Lucille Keir. Connie Krebs. Barbara A. Wise. Wise	9780766841505
Medical Assisting - Administrative and Clinical Procedures Including Anatomy and Physiology	Kathryn A. Booth. Leesa Whicker. Sandra Moaney-Wright	9780073374543
Medical Assisting Administrative and Clinical Competencies	Michelle Blesi. Barbara A. Wise. Cathy Kelley-Arney	9781111135126
Medical Assisting: Administrative and Clinical Competencies	Lucille Keir. Barbara A. Wise. Connie Krebs. Cathy Kelley-Arney	9781418032661
Medical Insurance Made Easy	Jill L. Brown	9780721605562
Medical Terminology - Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary	Eva Regan	9781532921513
Medical Terminology: A Programmed Approach	Paula Bostwick. Heidi Weber	9780073402246
Mosby's Dictionary of Medicine. Nursing & Health Professions	Mosby. Inc	9780323074032
Mosby's Essentials for Nursing Assistants	Sheila A. Sorrentino. Bernie Gorek	9780323039048
Mosby's Essentials for Nursing Assistants	Sheila A. Sorrentino. PhD. RN. Leighann Remmert. MS. RN	9780323113175
Mosby's Textbook for Long-term Care Assistants	Sheila A. Sorrentino. Bernie Gorek	9780323007092
Mosby's Textbook for Nursing Assistants	Sheila A. Sorrentino. Leighann	9780323080675

	Remmert	
Nursing Assistants - A Basic Study Guide	Beverly Robertson	9781880246092
Nursing Assisting : a Foundation in Caregiving	Diana Dugan	9781604250305
Pearson's Comprehensive Medical Assisting - Administrative and Clinical Competencies	Nina Beaman. Lorraine Fleming-McPhillips. Stacia Reagan. Robin Gohsman	9780135008836
Pearson's Nursing Assistant Today	Francie Wolgin. Julie French. Kate Smith	9780135064429
Phlebotomy - Worktext and Procedures Manual	Robin S. Warekois. Richard Robinson	9781437709919
Phlebotomy - Worktext and Procedures Manual	Robin S. Warekois. MT(ASCP). Richard Robinson. NASW	9780323279406
Physicians' Desk Reference		9781563636608
Principles of Pharmacology for Medical Assisting	Jane Rice	9781401880170
Procedures in Phlebotomy	John C. Flynn	9781437725551
Professionalism in Health Care - A Primer for Career Success	Sherry Makely	9780135153871
Restorative Care - Fundamentals for Certified Nursing Assistants	Barbara Acello	9780827381414
Rodak's Hematology - Clinical Principles and Applications	Elaine M. Keohane. Larry Smith. Jeanine M. Walenga	9780323239066
Saunders Textbook of Medical Assisting	Diane Klieger	9780721695723
Spanish for Medical Personnel	Janet E. Meizel	9781569300015
Staffing Organizations	Herbert G. Heneman (III). Tim Judge	9780072482591
Stdnt Curr-Med Assisting	Lucille Keir. Barbara A. Wise. Connie Krebs	9781401839918
Step-By-Step Medical Coding. 2016 Edition	Carol J. Buck. Jackie L. Grass	9780323389198
Step-By-Step Medical Coding. 2017 Edition	Carol J. Buck	9780323430821
Student Workbook for use with Medical Assisting: Administrative and Clinical Procedures with Anatomy & Physiology	Leesa Whicker. Terri Wyman. Kathryn Booth	9780077340094
Study Guide for Lippincott Williams & Wilkins' Comprehensive Medical Assisting	Judy Kronenberger. Laura Southard Durham. Laura Durham. Denise Woodson	9781451115727
Study Guide for Today's Medical Assistant - Clinical and Administrative Procedures	Kathy Bonewit-West. Sue Hunt. Edith Applegate. Edith MS Applegate. MS	9780323311281
Study Guide for Today's Medical Assistant - Clinical and Administrative Procedures	Kathy Bonewit-West. Sue Hunt. Edith Applegate. Edith MS Applegate. MS	9781455701513
Successful Nursing Assistant Care	Diana Dugan	9781888343977
The Computerized Medical Off	Correa	9781401846374
The Electronic Health Record for the Physician's Office - With SimChart for the Medical Office	Amy DeVore	9780323322836
The Home Health Aide Handbook	Jetta Lee Fuzy. William Leahy	9781604250565
The Home Health Aide Handbook	Jetta Lee Fuzy	9781888343373
The Merriam-Webster Dictionary	Merriam-Webster. Inc	9780877799306
The Nursing Assistant - Acute. Subacute. and Long-term Care	JoLynn Pulliam	9780132622554
The Rehabilitation Specialist's Handbook	Jules M. Rothstein	9780803612389
Today's Medical Assistant - Clinical & Administrative Procedures	Kathy Bonewit-West. Sue A. Hunt. Edith J. Applegate	9781416044314
Today's Medical Assistant - Clinical & Administrative Procedures	Kathy Bonewit-West. BS. MEd. Sue Hunt. Edith Applegate. MS	9780323311274
Using Computers in the Medical Office - Microsoft Word. Excel. Powerpoint 2016	Audrey Roggenkamp	9780763878337
Using the Electronic Health Record in the Health Care Provider Practice	Shirley Eichenwald Maki. Shirley Eichenwald. Bonnie J. Petterson	9781418049881
Virtual Medical Office for Health Insurance Today	Janet I. Beik	9780323221191

- A Practical Approach		
Workbook	Michelle Blesi. Barbara Wise. Cathy Kelley-Arney	9781111135140
Workbook and Competency Evaluation Review for Mosby's Essentials for Nursing Assistants	Leighann Remmert. MS RN. Leighann N. Remmert. Sheila A. Sorrentino	9780323113212
Workbook and Competency Evaluation Review for Mosby's Textbook for Nursing Assistants	Sheila A. Sorrentino. Leighann Remmert. Leighann Remmert. MS RN. Relda T. Kelly	9780323081573
Workbook for Mosby's Essentials for Nursing Assistants	Bernie Gorek. Sheila A. Sorrentino	9780323037600
Workbook for Step-By-Step Medical Coding. 2017 Edition	Carol J. Buck	9780323430807
Workbook to Accompany Thomson Delmar Learning's Administrative Medical Assisting		9781401881368
Workbook to Nursing Assistant Care	Publishing Hartman	9781888343816
Workbook to Nursing Assisting -A Foundation in Caregiving	Hartman Publishing	9781604250626
Writing for the Health Professions	Karl J. Terryberry	9781401841928

## **STUDENT WEB RESOURCES**

### **Resources Additional to Textbooks**

- [www.elsevier/evolve.com](http://www.elsevier/evolve.com)
- [www.coursenav.paradigmcollege.net](http://www.coursenav.paradigmcollege.net)
- [www.eatright.org](http://www.eatright.org)
- [www.mayoclinic.com](http://www.mayoclinic.com)

### **World Health Organization**

- [www.who.int/en](http://www.who.int/en)

### **Occupational Safety and Health Administration**

- [www.osha.gov](http://www.osha.gov)

### **Center for Disease Control & Prevention**

- [www.cdc.gov](http://www.cdc.gov)

### **U.S Food and Drug Administration**

- [www.fda.gov](http://www.fda.gov)

### **Infection Control**

- [www.infectioncontrolday.com](http://www.infectioncontrolday.com)

### **Job Search websites**

- [www.workintexas.com](http://www.workintexas.com)
- [www.indeed.com](http://www.indeed.com)
- [www.monster.com](http://www.monster.com)
- [www.ziprecruiter.com](http://www.ziprecruiter.com)
- [www.myjobhelper.com](http://www.myjobhelper.com)

### **Certification Reviews**

- [www.quizlet.com](http://www.quizlet.com)

### **National Certification Companies**

- [www.amcaexams.com](http://www.amcaexams.com)
- [www.aama-ntl.org](http://www.aama-ntl.org)
- [www.aspt.org](http://www.aspt.org)

### **Free CEUs**

- [www.medlineuniversity.com](http://www.medlineuniversity.com)

## MEDICAL OFFICE CODING AND BILLING SPECIALIST PROGRAM RESOURCES

- [www.cms.gov/ICD10](http://www.cms.gov/ICD10)
- AAPC Code Translator <http://www.aapc.com/icd-10/codes/index.aspx>
- HCPCS Website, Health Care Common Procedure Coding Systems (HCPCS) Level II Coding Procedures (PDF), Durable Medical Equipment Coding, and DMECS.
  - [https://www4.palmettogba.com/pdac\\_dmecls/](https://www4.palmettogba.com/pdac_dmecls/)
- National Correct Coding Initiative, Medically Unlikely Edits and Medicare Processing Manual (PDF)
  - <https://www.cms.gov/Medicare/Coding/NationalCorrectCodInitEd?redirect=/NationalCorrectCodInitEd/>
  - <http://www.cms.gov/Medicare/Coding/NationalCorrectCodInitEd/MUE.html>
- Medicare Fee Schedule, and Relative-Value Files.
  - [www.cms.gov/PfsLookup/](http://www.cms.gov/PfsLookup/)
- Current Condition Codes, POS Codes, and Taxonomy Code Set,
  - [www.NUCC.org](http://www.NUCC.org)
- Administrative Code Sets for HIPAA Transactions, NPI Registry, and Sample CMS-1500 Claim Form.
  - <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS1500.pdf>
- Blues Companies, and ACA information and plans.
  - [www.bcbs.com/about-the-companies/](http://www.bcbs.com/about-the-companies/)
  - <http://www.healthcare.gov/>
- PQRS, LCD and NCD Data Base, and Advanced Beneficiary Notice of Non-Coverage.
  - <http://www.cms.gov/BN/>
- Medicare Learning Network, Current Deductible, Coinsurance, and Premium, MAC Information, Preventative Services, USPSTF, and Medicare Coverage Data Base.
  - [www.cms.gov/MLNGenInfo](http://www.cms.gov/MLNGenInfo)
  - [www.medicare.gov](http://www.medicare.gov)
- Medicaid Information, and Medicaid Integrity Program.
  - [www.cms.gov/MedicaidIntegrityProgram](http://www.cms.gov/MedicaidIntegrityProgram)
- Tricare Website, Tricare Maximum Allowable Tables, and Tricare Fraud and Abuse.
  - [www.tricare.mil](http://www.tricare.mil)
  - [www.tricare.mil/fraud/](http://www.tricare.mil/fraud/)
- Hospital Bill Types.
  - <https://www.cms.gov/Regulations-and-Guidance/Guidance/Transmittals/Downloads/R1775CP.pdf>
- Medicare-Medicaid Crossover Bad Debt Accounting, and Bad Debt, Charity Allowance, and Courtesy Allowances.
  - <https://www.govinfo.gov/content/pkg/CFR-2019-title42-vol2/pdf/CFR-2019-title42-vol2-sec413-89.pdf>

## FACULTY RESOURCES

### SOFTWARE

- Canvas—Learning Management System
- Microsoft Teams
- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Microsoft Office 365 Email
- Internet browsers
- Adobe Acrobat
- Windows 10
- Kahoot

### COMPUTER & AUDIO-VISUAL EQUIPMENT

DESCRIPTION	QTY.
Portable LED Televisions	3
DVD/VCR Combo Player	2
Projector	1
Desktop Computers	17
Laptop Computers	24
Audio Headphones	8

*Each instructor is assigned a laptop with webcam and microphone capabilities upon hire.*

### WEB RESOURCES

- <https://evolve.elsevier.com/education/>
- <https://instructors.hartmanonline.com/ucp.php?mode=login>

### INSTRUCTIONAL SUPPLIES & MATERIALS

- Dry Erase Boards and Markers
- Pencils/Pens
- Glucometer
- Pulse Oximeter
- EKG Machine & Equipment
- Venipuncture Arm & Equipment
- Centrifuge
- 6ft Anatomical Chart
- Arterial Arm
- Hospital Bed with Half Rails
- Over Bed Table
- Mannequin
- M7 Speed Clave
- Bedside Commode
- Baby CPR Mannequin
- Child CPR Mannequin
- Adult CPR Mannequin
- AED
- Skeleton on Wheels
- Sphygmomanometer on Wheels
- Torso
- Phlebotomy Chair
- Standup Scale
- Wheelchair
- Eye Chart
- Injection Buttocks
- Rehab Equipment Bag
- Walker
- Teaching Stethoscope
- Tympanic Thermometer
- Temporal Thermometer
- Oto Clear Ear Irrigation
- Crutch Set
- Medical Exam Table
- Evaluation Table for Physical Therapy
- Cushion Pads/Mats