2019 CURRICULUM CATALOG for Medical Office

Delivering solutions to support your program goals.
Admission
Select the best prospective students for your program
- HESI Admission Assessment Exam Review
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Knowledge Acquisition
Ensure students master essential concepts with trusted Elsevier content
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- Elsevier Adaptive Learning
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Challenge students to put their knowledge to work with hands-on clinical experience
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- SimChart® for the Medical Office
- Simulated Medical Coding Internship

Promote Student Success from EDUCATION to EMPLOYMENT
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Elsevier Job Readiness for Health Professionals Book

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**Featured Medical Office Titles**

- **Elsevier**
  - *Buck’s Step-by-Step Medical Coding, 2019 Edition*
    - NEW Edition
    - See ad on page 6

- **Smith**
  - *Fordney’s Medical Insurance*, 15th Edition
    - NEW Edition
    - ISBN: 978-0-323-59440-0
    - See ad on page 6

- **LaFleur Brooks, LaFleur Brooks & Levinsky**
  - *Basic Medical Language, 6th Edition*
    - NEW Edition
    - See ad on page 7

- **Elsevier**
  - *Legal and Ethical Issues for Health Professions, 4th Edition*
    - NEW Edition
    - ISBN: 978-0-323-49641-4
    - See ad on page 7

- **Garrels**
  - *Laboratory and Diagnostic Testing in Ambulatory Care: A Guide for Health Care Professionals, 4th Edition*
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Give students a solid foundation in the latest practices and protocols in insurance billing and coding

- Expanded coverage of inpatient insurance billing, including diagnosis and procedural coding, prepares students to work in the physician office, outpatient setting, and inpatient setting.
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- SimChart® for the Medical Office application activities
- Student Software Challenge

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Ensure students can confidently communicate in the world of healthcare

- Systemic presentation of medical terms helps students learn and recognize new words as they encounter them by combining parts.
- Objectives integrated with headings clarify how the content is presented within lessons and show students how objectives relate to content.
- NEW! Expanded Career Focus feature highlights professionals whose work focuses on specific body systems.

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NEW EDITION!

Provide students with a comprehensive introduction to healthcare law and ethics

- NEW! Two all-new chapters provide complete coverage of Medical Records and Key Trends in Healthcare.
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Equip students to perform CLIA-waived laboratory and diagnostic testing

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- UPDATED! Refreshed art program includes more than 100 new and updated images that showcase the latest technology and techniques for performing lab testing tasks.

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NEW EDITION!

Immerse students in a safe, realistic environment for learning key documentation skills

- Includes full access to SimChart® for the Medical Office.
- 110 interactive assignments are aligned with ABHES and CAAHEP competencies, from front office skills to clinical skills to practice management skills.
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Familiarize students with the medical office workflow

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Strengthen student proficiency with simulated medical office experience

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Core Texts

Buck's Step-by-Step Medical Coding, 2019 Edition

Buck's The Next Step: Advanced Medical Coding and Auditing, 2019/2020 Edition

Manuals

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Supplemental Resources

WORKBOOK

Buck's Workbook for Step-by-Step Medical Coding, 2019 Edition

CERTIFICATION REVIEW

Buck's Physician Coding Exam Review: The Certification Step, 2019 Edition

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This online tool provides clear, step-by-step instructions for common medical assisting procedures in a digital, user-friendly format. Whether in the classroom, the skills lab, or the clinical environment, these checklists enable consistent tracking of student performance and can be used as proof in programmatic accreditation. Sold separately. ISBN: 978-0-323-54870-0
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- Emphasis on anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — effectively and efficiently meets key CAAHEP competencies.
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- Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter as new concepts are covered.
- Strong focus on foundations includes feature boxes on medical terminology and vocabulary throughout chapters that highlight word parts, pronunciation, and definitions.

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2016
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ISBN: 978-1-4160-0000-6

Purtilo, Haddad & Doherty
Health Professional and Patient Interaction, 9th Edition
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ISBN: 978-0-323-53362-1

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Workbook
ISBN: 978-0-323-53220-4

Pepper
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