

**Spring 2010 (January and March) Online Medical Office Procedures
Textbook Information**

Recommended Course: Online Communication Skills for Health Care Professionals (also an elective for the Medical Coding program): Required Textbook (Buy New or Used): A Practical Guide to Therapeutic Communication for Health Professionals. By Julie Hosley & Elizabeth Molle-Matthews. ISBN-13: 978-1-4160-0000-6. Publisher: Saunders.

Recommended Course: Online Electronic Health Records (also a recommended course for the Medical Coding Program) Required Textbook (Buy New or Used): Electronic Health Records: Allied Health Careers w/Student CD. By Susan Sanderson. 1st Edition. ISBN-13: 9780073309781. Chestnut Hill Enterprises (McGraw-Hill).

Recommended Course: Online Introduction to Human Biology for the Health Care Industry: Required Textbook (Buy New or Used): Introduction to Human Anatomy and Physiology. By Eldra Pearl Solomon. 3rd Edition. ISBN-13: 9781416044055. Publisher: Saunders.

Recommended Course: Online Introduction to Medical Terminology: Required Textbook and Access code (If buying a new text): Medical Terminology Online for Medical Terminology: A Short Course (User Guide, Access Code and Textbook Package). By Davi-Ellen Chabner. 5th Edition. ISBN-13: 9781416060581. Publisher: Saunders.

Bought a used textbook? Buy the Suggested material only (Found behind the DTCC Bookstore counter): Medical Terminology Online for Medical Terminology: A Short Course (User Guide and Access Code). By Davi-Ellen Chabner. 5th Edition. ISBN-13: 97814160-55785. Publisher: Saunders.

Recommended Course: Online Introduction to Medical Insurance and Billing: Required Textbook and Access code (If buying a new text): Medical Insurance Online for Health Insurance Today (User Guide, Access Code and Textbook Package). By Janet I Beik. 2nd Edition. ISBN-13: 9781416063940. Publisher: Saunders.

Bought a used textbook? Buy the Suggested material only (Found behind the DTCC Bookstore counter): Medical Insurance Online for Health Insurance Today (User Guide and Access Code). By Janet I Beik. 2nd Edition. ISBN-13: 9781416063957. Publisher: Saunders.

Recommended Course: Online Medical Law (also an elective for the Medical Coding Program): Required Textbook (Buy New or Used): Legal and Ethical Issues in Health Occupations. By Tonia Dandry Aiken. 2nd Edition. ISBN-13: 9781416022626. Publisher: Saunders.

Elective Course: **Online Introduction to Medical Coding: NEW! Required Textbook and Workbook (Buy New or Used):** Step-by-Step Medical Coding, 2010 Edition, Textbook and Workbook Package, by Carol J Buck. ISBN-13: 978-1-4377-1599-6. Publisher: Saunders. (Textbook and Workbook will also be used in Medical Coding I and II.)