LIBRARY SERVICES

MEDICAL ASSISTING

Library Resources

January 2015
# MEDICAL ASSISTING
## LIBRARY RESOURCES

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**CMA Today : Certified Medical Assistant**  
ISSN 0033-0140

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ISSN 1936-2994

**International Journal of Nursing Terminologies & Classifications**  
ISSN 1541-5147

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ISSN 1060-5487

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ISSN 0098-7484

**Medical Office Billing and Collections Alert**  
ISSN 1536-3244

**Modern Healthcare**  
ISSN 0160-7480
Delmar’s Medical Assisting Video Series: Administrative & Clinical Procedures:

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

Delmar’s Medical Terminology DVD Series

1. Basic Word Structure; Organization of Body; Integumentary & Musculoskeletal System
2. Nervous System; Blood and Lymphatic System; Cardiovascular & Respiratory System
3. Digestive System; Endocrine System; Urinary System; Male Reproductive System
4. The Female Reproductive System; The Special Senses

Delmar’s Medical Terminology Video Series

Tape 1: Basic Word Structure
Tape 2: Organization of the Body
Tape 3: The Integumentary System
Tape 4: The Musculoskeletal System
Tape 5: The Nervous System
Tape 6: The Blood and Lymphatic Systems
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**Skills and Procedures for Medical Assistants DVD Series**

Disc 1: Programs 1 – 3
- Administrative Skills
- Practicing Finance Skills
- Modern Reimbursement Procedures

Disc 2: Programs 4 – 9
- Infection Control Procedures
- Taking Measurements and Vital Signs
- Taking a Patient History
- Body Mechanics: Therapeutic and Rehabilitative Procedures
- Emergencies and First Aid Procedures
- Administering Non-Parenteral Drugs, Prescription Writing, and Inventory Procedures

Disc 3: Programs 10 – 14
- Preparing and Administering Parenteral Medications
- Venipuncture, Hematology, and Immunology Procedures
- Specimen Collection and Processing Procedures
- Cardiac Screening Procedures
- Minor Surgical Procedures in the Medical Office

**Acland’s DVD Atlas of Human Anatomy Series:**

Disc 1: The Upper Extremity (DVD)
Disc 2: The Lower Extremity (DVD)
Disc 3: The Head and Neck, Part 1 (DVD)
Disc 4: The Head and Neck, Part 2 (DVD)
Disc 5: The Trunk (DVD)
Disc 6: The Internal Organs (DVD)

**Human Anatomy Series:**

Abdominal Organs and Pelvis
Neuroanatomy and Skull
Spinal Column and Lower Limb
Thorax, Abdomen and Pelvis
Upper Limb
**The Human Body: How It Works DVD Series:**

- Cells, Tissues, and Skin (DVD)
- The Circulatory System (DVD)
- Digestion and Nutrition (DVD)
- The Endocrine System (DVD)
- Human Development and the Reproductive System (DVD)
- The Immune System (DVD)
- The Nervous System and the Senses (DVD)
- The Respiratory System (DVD)
- The Skeletal and Muscular Systems (DVD)

**Living Body Series:**

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

**National Geographic Society Human Body Series:**

- Circulatory and Respiratory Systems
- Digestive System
- Muscular and Skeletal Systems
- Nervous System
- Our Immune System
- Reproductive Systems

**Anatomy & Physiology Videos (not in a series):**

- Cardiac System: Assessment Review Series
- Human Body: Pushing the Limits (2-disc set) (DVD)
- Incredible Human Machine (DVD)
- Inside the Living Body (DVD)
- Kidney (The World of Living Organisms)
- Life Science: Anatomy & Physiology (DVD)
- Urinary Tract: Water!
Infection and Disease Control Videos:

- Anthrax: What Every Clinician Should Know, Part 1
- Anthrax: What Every Clinician Should Know, Part 2
- Asepsis / Protection: Using Protective Precautions
- Asepsis / Protection: Washing Hands
- Block AIDS: Preventing Transmission of HIV and HIV in the Workplace
- Bloodborne Pathogens
- Body Against Disease
- Immunizations
- Kantner Speaks on STD / HIV / AIDS (2 copies)
- Nursing Skills: Medical Asepsis and Infection Protection
- OSHA's Blood Borne Pathogens Standard
- Sexually Transmitted Diseases
- Skin and Soft Tissue Infections
- STD / HIV / AIDS (See: Kantner Speaks on STD / HIV / AIDS)
- STDs: Risky Business

Legal and Ethical Considerations Videos:

- Confidentiality: Who Needs To Know (DVD)
- HIPAA: A Guide for Health-Care Workers
- HIPAA Legal Liability Issues (DVD)
- HIPAA Privacy: A Compliance Overview
- Legal and Ethical Issues in Nursing
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eBooks (Electronic Books) via eBooks on EBSCOhost:


Biomedical Knowledge Management : Infrastructures and Processes for E-Health Systems / W. Pease. Hershey IGI Global, 2010.


Feed Your Genes Right: Eat to Turn Off Disease-Causing Genes and Slow Down Aging / Hoboken, N.J John Wiley & Sons, Inc. (US), 2005.


The Immunology of Human Reproduction / I. Manyonda.  

Impairment and Disability: Law and Ethics At the Beginning and End of Life / S. McLean.  

Implementing an Electronic Health Record System / J. Walker.  


Informatics for the Clinical Laboratory: A Practical Guide / D. Cowan.  


Introduction to Human Disease / L. Crowley.  

Introduction to Pharmacology / M. Hollinger.  

IV Therapy Notes: Nurse’s Pharmacology Pocket Guide / L. Phillips.  

Keeping Patients Safe: Transforming the Work Environment of Nurses / A. Child.  

Lab Notes: Guide to Lab and Diagnostic Tests / T. Hopkins.  

Litt’s Pocketbook of Drug Eruptions and Interactions / J. Litt. 

Lost Art of Caring: A Challenge to Health Professionals, Families, Communities & Society  
Baltimore Johns Hopkins University Press, 2001

Maternal, Neonatal, and Women’s Health Nursing / L. Littleton.  


No Germs Allowed!: How to Avoid Infectious Diseases At Home and On the Road / New Brunswick, N.J. Rutgers University Press, 1996.

Nursing Assistant Exam.

Nursing Calculations / J. Gatford.

Nursing Diagnosis Manual: Planning, Individualizing, and Documenting Client Care /

Nursing Laboratory and Diagnostic Tests Demystified / J. Keogh.


Opportunities in Allied Health Careers / A. Kacen.

Opportunities in Nursing Assistant Careers / J. Fox-Rose.
Lincolnwood, IL NTC Contemporary, 2000.

Opportunities in Physician Assistant Careers / T. Sacks.

Outcome Measurement and Management: First Steps for the Practicing Clinician / S. Kaplan.

Overcoming Secondary Stress in Medical and Nursing Practice: A Guide to Professional Resilience and Personal Well-Being / R. Wicks.


Patient Satisfaction: Defining, Measuring, and Improving the Experience of Care /
Chicago, IL Health Administration Press, 2006.

Patient Satisfaction: Understanding and Managing the Experience of Care /
Chicago, IL Health Administration Press, 2006.


MEDICAL ASSISTING
CGTC Library Resources
January 2015

Online Videos via FILMS ON DEMAND:

To access FILMS ON DEMAND:

1. Go the CGTC Library Services website:  www.centralgatech.edu/library
2. Select the FILMS ON DEMAND graphic
3. Select “Collections” from the top horizontal menu
4. Select “Health & Medicine” from the Collections drop down menu

Off-Campus Users will be prompted for a GALILEO password after step “2.” above. To obtain the GALILEO Password:

1. Send an email to library@centralgatech.edu
2. In the email subject line put “GALILEO Password Request”
3. In the body of the email type your CGTC Student ID# and name and send

*Alternate, direct access to FILMS ON DEMAND from Off-Campus:

1. Go to:  http://digital.films.com
2. Enter the following “User ID/Email” and “Password” info (in all lowercase letters) and then click the Login button:

   • User ID/Email:  cgtc
   • Password:  library
Medical Assisting and Related Websites:

American Association of Medical Assistants (AAMA)
www.aama-ntl.org

American Academy of Professional Coders (AAPA)
www.aapc.com

American Health Information Management Association (AHIMA)
www.ahima.org

American Medical Association (AMA)
www.ama-assn.org

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

American Medical Technologists (AMT)
www.amt1.com

Association for Healthcare Documentation Integrity (AHDI)
www.ahdionline.org

AHDI Credentialing Candidate Guide (for CMT and RMT transcription certification)
http://www.ahdionline.org/portals/0/downloads/CredentialingCandidateGuide.pdf

Centers for Disease Control and Prevention (CDC)
www.cdc.gov

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

CMA (Certified Medical Assistant) certification through AAHA
www.aama-ntl.org/becomeCMA/how.aspx

CMA Today (current online issue)
www.aama-ntl.org/CMAToday/cma2day_contents.aspx

CMAS (Certified Medical Administrative Specialist) certification through AMT
www.amt1.com/page.asp?i=161
Directory of Open Access Journals (DOAJ) – Free Science Journals Online
www.scipub.org/scipub/journals.php

Georgia Association of Physician Assistants (GAPA)
www.gapa.net

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

Georgia Society of Medical Assistants (GSMA)
www.gssma.net

Georgia State Society of American Medical Technologists (GSSAMT)
www.gssamt.org

Georgia State Society of Medical Assistants (GSSMA – also known as GSMA)
www.gssma.net

Georgia Statewide AHEC (Area Health Education Centers) Network
http://www.mcg.edu/ahec/

Health Careers in Georgia
www.sowega-ahec.org/includes/docs/health-careers-2010.pdf

Health Professions Institute (HPI) – medical transcription education products
www.hpisum.com

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

HIPAA.org
www.hipaa.org

ICD-9 Coding Tools from FPM, American Academy of Family Physicians

The Medical Assistant
www.medicalassistant.net

Medical Assisting Career
www.medicalassistingcareer.com

Medical Association of Georgia (MAG)
www.mag.org
National Association for Healthcare Quality (NAHQ)
www.nahq.org

National Foundation for Infectious Diseases
www.nfid.org

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

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

Physician Assistant Education Association
www.paeaonline.org

RMA (Registered Medical Assistant) Certification through AMT
www.amt1.com/page.asp?i=189

Southern Medical Association
www.sma.org

Southwest Georgia AHEC (Area Health Education Center)
http://www.sowega-ahec.org/

Three Rivers AHEC (Area Health Education Center)
www.threeriversahec.org
Full Text Databases Online via GALILEO:
Part of the Database Offerings in GALILEO, Georgia's Virtual Library

Credo Reference full-text dictionaries and encyclopedias

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- Alt Health Watch
- CINAHL with Full-Text
- Consumer Health Complete
- Health Source : Nursing/Academic Edition
- MasterFILE Premier
- MEDLINE
- Psychology and Behavioral Sciences Collection
- Science and Technology Collection
- Vocational and Career Collection

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