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MEDICAL ASSISTING
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Thierer:
**Medical Terminology: Language for Health Care w/ Student and Audio CD’s + Flashcards, 3e, 2010**
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0-07-340219-2 [www.mhlearnsmart.com](http://www.mhlearnsmart.com) Available April 2011
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Hamilton:
**Nursing Documentation Using Electronic Health Records, 1e, 2012**
0-07-745089-2 Available February 2011
Website: [www.mhhe.com/nursingehr](http://www.mhhe.com/nursingehr)
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*Titles in Yellow are NEW © 2011-2012*
ACLS BASICS AND MORE with Student CD & DVD, First Edition
Kim McKenna
0-07-301971-2 / 978-0-07-301971-0 / 2008 / Softcover / 224 pgs

ACLS-Basics and More contains the “Cliff Notes” of the ACLS Provider Course, as well as essential information from the advanced resuscitation course. The textbook provide 60 illustrations, including approximately 20 rhythm strips for essential review. It also features 19 essential treatment algorithms. Appendices include a comprehensive medications table and a listing of common ACLS abbreviations. For each medication within the appendix, the following information is provided: action, uses, adult dose, common side-effects, and notes. In addition, within the medications table, ACLS medications and medication details for the experienced provider are italicized. The textbook is packaged with a DVD that provides the most common scenarios the end-user may encounter in the field. It is also packaged with a CD that contains multiple-choice, self-test questions with answer key and rationales.

New Edition Published!

Therapeutic Communications for Health Professionals, Third Edition
Cynthia Adams and Peter H. Jones
Online Learning Center: www.mhhe.com/adamscommunication3e

Therapeutic Communications for Health Professionals, third edition, prepares students for effective communication in a health professional role. The text provides the skills and strategies needed for health professionals to engage and better motivate patients. The text offers an ideal model for nonverbal communication and emphasizes how to read the “unspoken message”. Therapeutic Communications for Health Professionals is unique in its comprehensiveness, covering the communications and emotional experiences of the patient world and a framework for multicultural understanding. Case studies and exercises enhance the textbook experience, providing readers with a deeper understanding of how to reach patients and their families.

New to this edition
- Case Studies provide realistic examples of possible situations the student may encounter as a working professional. Case studies help develop critical thinking skills and provide class discussion topics.
- Addiction Coverage provides an in-depth view of intervention and the steps necessary for recovery.
- Legal Planning is discussed within the text, this knowledge is becoming essential as the population of seniors continues to grow.
- An Online Learning Center provides resources for students and instructor. Video vignettes, Powerpoints, and an instructor manual are available.
Computers in the Medical Office 7e is the best-selling text for training students using full-featured and current Medisoft Version 16 Patient Billing software. McGraw-Hill publishes the most titles to train students on Medisoft software. Our publishing relationship with Medisoft has been ongoing for 15 years. Computers in the Medical Office 7e offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. As students progress through Medisoft, they learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities. Go with the best. Go with the tried and true. Go with the Medisoft titles that will give you and your students the training and support you need to be successful. Go with McGraw-Hill’s Computers in the Medical Office 7e.

New to this edition
- To aid instructors with installing and troubleshoot Medisoft Version 16 Advanced Patient Billing software, there is a NEW McGraw-Hill Guide to Success for Medisoft Advanced Version 16. This troubleshooting guide will be invaluable for IT and instructors.
- Thoroughly updated Collections in the Medical Office chapter. It includes information on the importance of having a financial policy for the physician's office, patient collections, and writing off uncollectible accounts.
- New information on processing a nonsufficient funds (NSF) check has been added to Chapter 6: Entering Charge Transactions and Patient Payments
- CIMO 7e is written for Medisoft V16.
- The Seventh Edition teaches the most recent HIPAA standards for privacy, security, transaction and code sets.
- Case studies provide hands-on case studies with a realistic mix of HMO, PPO, and fee-for-service. Hands-on Medisoft exercises in each chapter offer guided instruction, and they proceed from simple to complex. At the end of each chapter, “Applying Your Skills” exercises provide students with the opportunity to practice applying what they learned in the chapter without guided instruction.
CASE STUDIES FOR USE WITH COMPUTERS IN THE MEDICAL OFFICE, Sixth Edition

Susan Sanderson
Online Learning Center: www.mhhe.com/casestudies6e

This capstone simulation using Medisoft Patient Billing Software, Version 16, gives students enhanced training that fosters superior qualifications for a variety of medical office jobs. Extensive hands-on practice with realistic source documents teaches students to input information, schedule appointments, and handle billing, reports, and other essential tasks. The simulation is recommended for students who have completed the study of Medisoft Advanced Version 16 using Computers in the Medical Office.

“With the CourseSmart eTextbook, students can save up to 50% off the cost of a print book, reduce their impact on the environment, and access powerful web tools for learning. Faculty can review and compare the full text online without having to wait for a print desk copy. CourseSmart is an online eTextbook, which means users access and view their textbook online when connected to the Internet. Students can also print sections of the book for maximum portability.”

New to this edition
- New coverage includes continuity of care, HITECH Act, NSF (nonsufficient funds) checks, ARRA, posting a collection agency payment, and processing a refund for a patient
- Improved Learning Outcomes, including: revised to reflect new terminology for Bloom's Taxonomy, all end-of-chapter and test bank questions are tagged to learning Outcomes, and Chapter Summary in a tabular, step-by-step format with page references.
- Medisoft Advanced Student-at-home software (Optional Package Item), a full-featured software option for distance education or students who want to practice with the software at home. The only limitation is the number of patients a student can enter into the software. Otherwise, this is a full working version.

Features
- The organization of the book—the introductory part setting the stage for the work experience and the On the Job section covering two weeks billing tasks—extends student billing skill. In the Introduction, students learn about the job environment—the physicians in the practice, the work rules, and their role as patient services specialist—and study the practice’s Policy and Procedures Manual, which offers a realistic exposure to actual work setting. In the On the Job section, each day’s work is clearly presented, and additional Medisoft skills are taught in context.
- Case Studies for the Medical Office teaches transferable skills. Through studying how to use Medisoft patient billing software in a simulated job environment, students develop the skills and knowledge to quickly learn to use any medical billing software they encounter during employment in medical offices.
- The simulation format of Case Studies for the Medical Office fits the curriculum requirements for a culminating work experience that permits students to integrate acquired billing skills in a realistic manner.
- The Instructor's Manual (available on the OLC) provides all of the resources necessary to successfully use Case Studies for the Medical Office in your classroom. It includes instructions for installation and troubleshooting the software, teaching suggestions, and answers to the quizzes, daily worksheets, and jobs, including hundreds of Medisoft V16 screenshots for solutions.
- Medisoft Advanced patient billing software, a full-feature software program, is available to adopters of Case Studies for the Medical Office.
New Edition Available February 2011!

ELECTROCARDIOGRAPHY FOR HEALTH CARE PERSONNEL with Student CD-ROM, Third Edition
Kathryn A. Booth / Thomas O’Brien
0-07-748527-0 / 978-0-07-748527-6 / 2012 / Softcover / 352 Pages
Online Learning Center: www.mhhe.com/boothecg3e

February 2011

New to this edition
- New! 12-Lead Interpretation in a simple step-by-step format. The how-to on ischemia, injury & infarction, axis deviation, left ventricular hypertrophy, bundle branch block, and action potential.

- New! Coverage detailing attaching a patient to a Cardiac Monitor. This skill reinforces the 3 limbs referenced in Einthoven’s Triangle and gives the Lead II view referenced for Rhythm Interpretation.

- New! Quick reference cards at the end of the text to include the 5-step Process and dysrhythmia categories, plus common 12-Lead connection locations and more!

- New! Connect Plus for Allied Health Connect Plus Allied Health makes online assignments even more convenient for your students. Connect Plus Allied Health provides students with online assignments and assessments, plus 24/7 online access to an eBook- an online edition of your McGraw-Hill textbook- to aid them in successfully completing their work, wherever, and whenever they choose.

- Updated! Einthoven Triangle definition in PPT files and within the student CD activities

Features
- Updated! Student CD-ROM includes Classroom Spin the Wheel game, Key Terms Concentration game, audio glossary, interface design and programming, video media and interactive activities for each chapter.
The availability of complete medical information when needed brought the innovation of storing the patient's information electronically. Improvement of patient medical care was and is the catalyst for the electronic health record. Electronic Health Records 2e provides the conceptual theory and hands-on application students need to work in today's medical office. Hands-on practice uses fully-functional demo version of SpringCharts EHR software, downloadable from the Online Learning Center at no charge, is available for students to use.

Features
- Electronic Health Records includes over 100 hands-on exercises to provide practical experience using SpringCharts EHR software. A fully-functional version of SpringCharts EHR software is available at no charge for students and instructors. It can be downloaded from the Online Learning Center after purchase of this textbook.
- SpringCharts EHR software is a full-featured CCHIT Certified (R) electronic health records program which is available free of charge for students and instructors who adopt this text for use in their courses. This integrated software suite provides measurable benefits in the areas of clinical data management and front office productivity and is compliant with HIPAA, MIPPA, and CCHIT regulations. Allied Health students will master the features and function of the electronic health record environment through hands-on experience with an industry-standard, robust, easy-to-use EHR program. SpringCharts allow visual access to lab reports, x-rays, and MRIs.
- Part 1 of the text covers the history and standards for electronic health records. It includes the benefits of electronic health records, such as better clinic information and accessibility as well as improved patient safety.
- Part 2 of the text provides 8 chapters of in-depth and practical training on using EHRS as well as extensive hands-on application using SpringCharts EHR software. This part provides comprehensive working experience using EHRS.
- Part 3 of the text provides students with the opportunity to combine all of the elements of electronic documentation into real life scenarios of patient interaction.
PRACTICE MANAGEMENT AND EHR: 
A Total Patient Encounter for Medisoft Clinical 
Susan M. Sanderson  
0-07-337494-6 / 978-0-07-337494-9 /2012 / Softcover / 672 pgs  
Online Learning Center:  www.mhhe.com/pmehr  
February 2011

Practice Management and EHR: A Total Patient Encounter for Medisoft Clinical is a unique one-semester text designed to teach allied health students how to work with an integrated practice management and electronic health record program. It covers EHR and insurance and patient billing so students obtain a comprehensive picture of documenting the administrative and clinical tasks that take place during each step of the patient encounter during an office visit. It prepares students for employment in both administrative and clinical positions in a medical office.

Features

- Students learn transferable concepts and skills that can easily be adapted for any patient management/EHR software program. Students will understand the “why” behind what they do in the software, not just the steps of how to do it.
- The text provides an integrated understanding of patient management and EHR software solutions. It follows the sequence of a typical patient encounter during an office visit. It begins with making the appointment, checking in at the office, the insurance claim process, and claim payment and follow-up.
- The applications simulate all front and back office roles. Students gain hands-on practice performing computer-based tasks based on job roles in the medical office.
- The exercises are completed in a simulated version of Medisoft Clinical: A Practice Management and EHR solution. Using CONNECT Plus, it offers an easy-to-implement instructional solution.
- Engaging hands-on activities hold the students' interest throughout the text. Early chapters begin with simple exercises with extra assistance. In later chapters, students face more challenging exercises as well as independent exercises for students to apply the skills they have learned throughout the text.

HOSPITAL BILLING

HOSPITAL BILLING, Second Edition
Susan Magovern and Jean Jurek  
Online Learning Center:  www.mhhe.com/hospitalbill2e

Hospital Billing, 2e provides current content with a practical approach. The content addresses the real world of the hospital billing department, integrating the computer skills and procedures needed for daily work. The material also addresses the types of critical thinking, analysis, and synthesis skills demanded by today’s employers. The text includes instruction that entry-level hospital billers must understand, including the following: the hospital billing flow; basic coding and payment systems; the data elements required to complete the recently mandated new UB-04 form; the way in which form-completion requirements vary depending on the type of facility; the medical insurance plan, and inpatient/outpatient status; job performance in compliance with HIPAA privacy and best practices regulations; and how computerized systems are used for form completion.

New to this edition

- Covers essential background information before introducing the UB-04 form.
- Emphasizes compliance with HIPAA.
- Expands coverage of hospital inpatient and outpatient coding and payment systems.
New Edition Published!

MASSAGE THERAPY REVIEW: Passing the NCETMB, NCETM, and MBLEx, w/ Student CD, Second Edition
Laura Abbott
Online Learning Center: www.mhhe.com/massagereview2e

Massage Therapy Review: Passing the NCETMB, NCETM, and MBLEx Exams is designed to help massage therapists prepare for the National Certification Exam for Therapeutic Massage and Bodywork (NCETMB), the National Certification Exam for Therapeutic Massage (NCETM), and the Massage & Bodywork Licensing Examination (MBLEx). The exam reviews are a thorough study of a broad range of material. New graduates find the exams stressful, as they must pass in order to practice as a licensed professional in most states. This is the only review text that offers questions, answers, and explanations in the same form and organization as the exam itself. 7 full practice exams of 150 questions are available online, 2 of which are timed to simulate the real testing environment. A high first time fail rate combined with the fact that graduates must pass this exam in order work as a professional, makes Massage Therapy Review: Passing the NCETMB, NCETM, and MBLEx Exams the right choice. The text is richly illustrated and includes pneumonic devices to aid the learning process, test taking tips, a Prep Course Outline, a 200-page Anatomy and Physiology Outline, and a CD containing 980 test questions provides a comprehensive review presented in a clearly written style.

New! Published!

KINESIOLOGY FOR MANUAL THERAPIES, w/ Muscle Cards, First Edition
Nancy W. Dail, Tim Agnew and R. T. Floyd
Online Learning Center: www.mhhe.com/dailkinesiology

Kinesiology for Manual Therapies introduces the philosophy of Dimensional Massage Therapy as well as Clinical Flexibility. This text connects techniques to individual joints and body areas based on the structural foundation of the muscular skeletal system. Learning intensive guides help students develop palpation skills, understand anatomy from a functional stand point, and build a toolbox of techniques for individualized treatments. This text can be used in a multitude of manual therapies, from physical therapy, occupational therapy, athletic training to yoga and massage therapy. Clinical Notes and Muscle Specific Flashcards are included for additional study resources; as well as summaries, and review questions.
CLINICAL MASSAGE: Assessment & Treatment of Orthopedic Conditions, First Edition
Steven Jurch
0-07-351093-9 / 978-0-07-7-351093-4 / 2009 / Spiral Bound / 560 pages
Online Learning Center: www.mhhe.com/jurchclinical

Jurch’s Clinical Massage is designed to outline the principles and foundational understanding of assessing and treating orthopedic injury or dysfunction through massage therapy. The text follows an anatomic region approach, covering surface anatomy and muscle groups before presenting a comprehensive review of the most often presenting orthopedic dysfunctions or conditions. Each dysfunction or condition is reviewed with a consistent diagnostic checklist, a stepped treatment program, and relevant “clinical pearls”. The learning aids throughout the text, along with the reader-friendly writing style, create a highly-effective learning system for understanding the concepts of clinical massage.

Features

- Jurch provides a consistent, systematic, “stepped program” for each condition discussed: Students will learn the condition name, how to assess, Anatomy & Physiology review, how to find the structures and most importantly how to treat the condition. For example, the students will learn about treating the condition: Myofascia, Soft tissue restoration of function, Range of Motion and Strength.
- Photos correspond to anatomical art: Visual learners will appreciate the photographs and illustrations in the Jurch text. Jurch’s art is focused on the main concepts by using concise labeling methodology that keeps students from getting bogged down with excessive detail. Difficult concepts are broken down into easy-to-understand illustrations.
- Clinical Pearls: This feature will draw students into the materials and help them learn the value of clinical massage and the effective treatment of orthopedic conditions that students will face in their future careers.
- Reference to clinical applications will be highlighted.

Jan Saeger and Lewis Rudolph
0-07-340191-9 / 978-0-07-7-7340191-1 / 2010 / Softcover / 272 pages
Online Learning Center: www.mhhe.com/saegerbussuccess

Many students in health care and healing arts curriculums, including massage therapy, physical therapy, chiropractic, homeopathy, athletic or personal training, naturopathy, acupuncture, Reiki, and many more, possess a strong desire to help others but do not know how to create and maintain a thriving practice.

Features

- Online Learning Center: Instructor Center includes Instructor Manual, PPT, EZ Test; Student View includes Quizzes, Flashcards, Chapter Objectives and Forms.
- Forms: Numerous examples of forms needed to start and run your business. All the forms can be personalized and printed for use.
- Short and concise chapters with clarity and organization
- Ample personal examples from the field
- Numerous variety of forms in different formats
- Practical tips/Checklist
- Engaging, graphical presentation
NEW FOUNDATIONS IN THERAPEUTIC
MASSAGE & BODYWORK, First Edition
Jan Saeger and Donna Kyle-Brown
0-07-302582-8 / 978-0-07-730258-7 / 2008 / Hardcover / 720 pages
Online Learning Center: www.mhhe.com/saegermassage

New Foundations in Therapeutic Massage and Bodywork offers a core curriculum of fundamental principles and practical applications for beginning students as well as practitioners in the field who seek a reference and review for continuing education. This text also goes beyond the core curriculum by addressing such topics as massage for hospice patients and survivors of abuse as well as massage routines for common pathologies (including carpal tunnel syndrome, thoracic outlet syndrome, and fibromyalgia). With Exam Points highlighted throughout the text as well as a student CD offering additional test questions and study materials, New Foundations is designed to help students reach two important goals: to succeed in passing their National Certification Exam and to ultimately succeed in their careers. Practice expectations and realities are emphasized through case studies and author/contributor anecdotes. Full-color photographs and line art give the student a detailed view of the application or points being studied. Workbook pages, titled Applying Your Knowledge, are incorporated within the chapters for easy access and review.

Features
- Emphasizes a scientific perspective while retaining the spiritual, artistic foundations of massage therapy.
- Clear organization and supportive pedagogical features, including chapter reviews and test preparation.
- Attractive and helpful design with integrated exam points designed to help you study and review for the National Certification Exam.
- Detailed content on topics such as Common Pathologies Massage Therapists Encounter and the Physiologic Benefits of Massage (including expanded examples on Instructor's CD).
- Full-color photographs and line art throughout the text give the student a realistic and step-by-step view of the application or points being studied. Full-color photos with anatomy overlays provide a detailed view of the human body systems and structures.
- Instructor’s IPC CD-ROM contains curriculum guidelines for a 500-hour program as well as a 1000-hour program. Included are syllabi, calendars, and lesson plans for effective delivery of information to students, and tools for designing and developing a program of study that supports diverse student learning styles.
- Supportive of the move to a standardized (500-1000 hour) curriculum.
- Emphasizes the client/massage therapist connection.
- Practice expectations and realities will be emphasized via case studies, author/contributor anecdotes.
- Detailed modalities written by the developer themselves not found in any other text currently on the market...beyond the curriculum line.
PRACTICAL REFLEXOLOGY: Interpretation and Techniques, First Edition
Susan Watson and Valerie Voner
Online Instructor’s Material: www.mhhe.com/careercentral

The study and practice of reflexology today requires a text that provides both training and resource material. This book offers practical application and in-depth knowledge that is relevant to acquiring proficiency in reflexology. Illustrations were chosen to support the discussion of technique while providing an overall review of how reflexology affects each system including key pathologies within the body systems. The goal was to provide a vehicle that smoothly transports the reader to fulfillment be it as instructor or student.

Features
- A clinically relevant text covering important modalities used by reflexologists and massage therapists.
- Dynamic illustrations and photographs present a realistic view of reflexology to enhance learning.
- Text is a “bench manual” on how to equate specific manipulations to support healing in specific systems or body regions.
- Every chapter opens with Learning Outcomes and Key terms
- Review and Critical Thinking questions.
- Watson/Voner provides clear, concise, compact, and appropriate content for coursework or practice.
- Scientific Support boxes are definitive facts collected from professional reflexology case studies or research reports.

New! Published!

STRUCTURAL BALANCING: A Clinical Approach, First Edition
Kyle C. Wright
0-07-337392-3 / 978-0-07-7-337392-8 / 2011 / Comb / 512 pages
Website: www.mhhe.com/wright

Clinical Massage Therapy and Structural Bodywork is a practical, treatment specific text designed for advancing the student’s clinical knowledge and hands-on skills. The text covers trigger point therapy techniques, postural and body structural conditions that cause chronic pain and discomfort and specific therapies and exercises for resolving those conditions. Anatomical illustrations within the text show the radiation of pain and a step-by-step guide of manipulations accompanies photos. Also covered in the text are range-of-motion exercises, physical distortions, and treatment of repetitive injuries.

Features
- Every chapter opens with Learning Outcomes and an Overview that prepares students for the learning experience.
- Dynamic color illustrations and photographs enhance the learning experience for the students.
- Clinical Notes describe the key elements and important information about the major muscles being treated.
- OIAM charts list the individual major muscle information in an easy to remember format for the students.
- Key Terms / Chapter Summary / Review Questions / Critical Thinking Questions / Muscle Index
Imagine giving your students a product that monitors their knowledge level and provides appropriate content based on that level. LearnSmart does just this and increases student learning efficiency.

LearnSmart is an unparalleled, intelligent learning system based on cognitive mapping that diagnoses your students’ knowledge of a particular subject then creates an individualized learning path geared towards student success in your course. It offers individualized assessment by delivering appropriate learning material in the form of questions at the right time helping students attain mastery of the content. Assigned by you, or used by students as a study tool, the results are recorded in an easy to use grade book. This allows you to measure student progress at all times and coach your students to success. As an added benefit, all content covered in LearnSmart is tied to learning objectives for your course and competencies set forth by accrediting bodies so you can use the results as evidence of subject mastery. LearnSmart also offers a personal study plan that allows the student to estimate the time it will take and number of questions required in order to learn the subject matter. You will find your students will learn faster, study more efficiently and retain more knowledge when using LearnSmart.

LearnSmart: Medical Assisting aides the student in focusing on the information required to successfully pass certification exams. This diagnostic tool assesses each student’s responses to establish a clearly defined learning. Learning is tracked by this intelligent system in a manner that maximizes the learning experience efficiently, while increasing mastery of medical assisting.

Medical Assisting Modules
The Profession of Medical Assisting
Types of Medical Practice
Legal & Ethical Issues in Medical Practice
Using & Maintaining Office Eqpt
Using computers in the office
Managing the Office Medical Records
Patient billing & collections
Accounting for the medical office
Principles of Asaepsis
Infection control techniques
HIV, Hepatitis, & blood-borne pathogens
Preparing the exam & treatment areas
Interviewing patient, taking history, & doc
Assisting w/ highly spec. exams
Communication w/ patients, fams, coworkers
Managing correspondence & mail
Maintaining patient records
Telephone techniques
Scheduling appts & maintaining schedule
Assisting w/ cold & heat therapy
Medical emergencies + first aid
Assisting w/ minor surgery
Managing office supplies
Obtaining vital signs & measurements
Patient education
Patient reception

Health insurance billing procedures
Medical coding
Organization of body
Assisting w/ general physical exam
Assisting w/ exams in basic specialties
Complimentary & alternative medicine
Lab equipmt. & safety
Intro to microbiology
Collecting, processing, & testing urine
Collecting, processing, & testing blood
Nutrition & special diets
Principles of pharmacology
Drug administration
ECG & pulmonary function testing
X-rays & diagnostic radiology
Medical Assisting Externship & Prep
A&P Intergumentary System
A&P Skeletal System
A&P Muscular System
A&P Circulatory System: Blood
A&P Respiratory System
Spinal cord, spinal nerves & somatic reflexes
A&P Urinary System
A&P Female Reproductive
A&P Lympatic & Immune Systems
A&P Digestive System
A&P Endocrine System

www.mhhe.com        Customer Service: (65) 6863 1580        Email: mghasia_sg@mcgraw-hill.com
ADMINISTRATIVE MEDICAL ASSISTING:  
A WORKFORCE READINESS APPROACH

Helen Houser, Kathryn A. Booth, Terri D. Wyman and Sandra Moaney-Wright
0-07-340215-X / 978-0-07-340215-4 / 2012 / Softcover / 672 pgs

March 2011

Features
- Major emphasis on professional behaviors in each chapter and a behavioral assessment rubric for instructors and students.
- An entire chapter on the ICD-10
- Appointment to Payment chapter, helps students to understand their many functions as an administrative medical assistant and how they “fit” in the integration and flow of the medical office.
- Student Success Story: unit openers based on true experiences of graduates and their advice to current administrative medical assisting students
- Working with the Health Care Team Boxes: introduction of various health care team roles and their interface with the administrative medical assistant

ANATOMY, PHYSIOLOGY, AND PATHOPHYSIOLOGY FOR ALLIED HEALTH, 
Second Edition

Kathryn A. Booth and Terri D. Wyman

Anatomy, Physiology, and Pathophysiology for Allied Health, Second Edition, is an introductory book to the body systems for allied health students. It acquaints students with basic information of all the body systems. The book speaks directly to the student, with chapter introductions, case studies, and chapter summaries written to engage the student’s attention.
Intravenous Therapy for Health Care Personnel is a one of a kind book for entry-level health care practitioners to learn the basics of IV therapy. This eight-chapter text/workbook covers the essential topics for IV therapy for entry-level practitioners, including coverage within the scope of practice for Medical Assistants. The book and accompanying CD are highly visual and focus on application and understanding, as well as presenting real-life situations that can occur during IV therapy and their necessary solutions.

Features

- New 4-color text
- The Student CD-ROM provides video, audio, and illustrations with interactive exercises to bring the competencies presented in the text to life. Key terms are defined and pronounced correctly. Practicing Law & Ethics, Providing Safety and Infection Control, Patient Education and Communication, and Troubleshooting Activities include critical-thinking questions. There are also drag-and-drop exercises in each chapter to reinforce the student’s knowledge of anatomy, supplies, and equipment discussed in the text. Interactive Questions provide additional review and suggest areas for improvement. The CD-ROM can be used for traditional, hybrid, and distance learning classes.
- Troubleshooting feature identifies problems and provides suggested solutions. These help promote critical thinking and prepare students for real life situations.
- Safety and Infection Control features tips and techniques to provide safe care to patients and prevent the spread of infection.
- Patient Education and Communication feature provides suggestions for communicating effectively, both orally and in writing, and provides patient education related to IV Therapy.
- HIPAA, Law, and Ethics: includes tips for practicing within the HIPAA regulations and legal and ethical standards.
- Check Questions throughout the text ensure learning and understanding.
- End of Chapter Review Section includes a variety question types to accommodate various learning styles and ensure comprehension.
- The print Instructor’s Manual provides an overview of the student text, suggestions for implementing the Interactive Drill, Practice, and Review CD-ROM included with the student text, teaching suggestions, correlation charts, and answer keys. The Instructor’s Manual also includes an Instructor’s Productivity Center CD-ROM which includes PowerPoint presentations and EZ Test test generator.
MEDICAL ASSISTING- ADMINISTRATIVE AND CLINICAL PROCEDURES w/ Anatomy & Physiology, w/ Student CDs, Fourth Edition
Kathryn A. Booth, Leesa Whicker, Terri D. Wyman and Sandra Moaney-Wright
Online Learning Center: www.mhhe.com/medicalassisting4e

Respected for its inclusive coverage of AAMA, AMT, NHA, RMA, NOCTI, CAAHEP and SCANS, Booth’s fourth edition now provides the 2010 ABHES and 2008 CAAHEP standards in each chapter! Preparation for Certification Boxes have been added to this edition to focus students on the specific exam they will take. Over 30 Electronic Health Record activities are incorporated into the text and available online through SpringCharts, simulating real patient encounters. Emergency Preparedness, additional administrative coverage and a completely revised workbook that now includes competency work products have been added for the 4th edition. ACTIVSim™, LearnSmart™, and Connect Plus+™ digitally enhance learning with Booth’s Medical Assisting!

New to this edition
• NEW! 2010 ABHES standards and 2008 CAAHEP standards now open each chapter, providing the student and instructor with the most current standards of any medical assisting textbook currently in print.
• NEW! Preparation for Certification Boxes prepare students for the CMA (AAMA), RMA (AMT), and CMAS (NHA) certification examinations.
• NEW! 30+ Electronic Health Record (E.H.R) activities using SpringCharts® from Spring Medical Systems, Inc are housed within Connect Plus+ and provide students with activities that simulate real patient encounters.
• NEW! Competency work products, including sample documentation forms for student practice, are now found in the completely revised workbook and available within Connect Plus+.
• Revised! The Procedure Competency Checklists in the workbook have been revised to include the specific CAAHEP and ABHES standards, and now are broken-out into a separate section, making them easier for instructors to collect and file for accreditation review.
• NEW! ACTIVSim Medical Assisting is an entirely web-based patient simulator that provides real world cases and a variety of virtual patients. It gives extensive individualized feedback, providing students with a realistic clinical experience.
• NEW! LearnSmart: Medical Assisting aids the student by focusing on the information required to successfully pass certification exams. This web-based diagnostic tool assesses each student’s responses to establish a clearly defined personalized learning plan for the student while allowing instructors to measure progress.
• NEW! Connect Plus+ allows students and instructors to access all their course materials, including the media-rich textbook, in one place. With its unique integrated learning system, Connect Plus+ combines market-leading content, a proven course architecture, and unmatched flexibility to help students apply the principles in the textbook.
• NEW! Practice Exam Questions have been added to each end of chapter review.
• NEW! “Reflecting On...Age” Consideration Boxes have been added to this edition based on reviewer feedback.
• “Reflecting On...” Boxes for Legal and Ethical Issues, Communication Issues, Professionalism, and HIPAA provide students with the most current issues facing medical assistants today.
• Educating the Patient Boxes show students how to provide detailed instructions to patients.
• Revised! The coverage in the Administrative section has been vastly increased with added content based on extensive user and reviewer feedback.
• Revised! Booth’s Pocket Guide (0-07-734010-8) is a quick and handy reference for student to use in the lab or on the job. Now available in full-color and a smaller size.
ADMINISTRATIVE PROCEDURES FOR MEDICAL ASSISTING, w/ Student CD, Fourth Edition
Kathryn A. Booth, Leesa Whicker, Terri D. Wyman and Sandra Moaney-Wright
Online Learning Center:  www.mhhe.com/medicalassisting4e

Contents:

PART ONE: Introduction to Medical Assisting
SECTION 1: Foundations and Principles
Chapter 1: The Profession of Medical Assisting
Chapter 2: Types of Medical Practice
Chapter 3: Legal and Ethical Issues in Medical Practice, Including HIPAA
Chapter 4: Communication with Patients, Families, and Coworkers

PART TWO: Administrative Medical Assisting
SECTION 1: Office Work
Chapter 5: Using and Maintaining Office Equipment
Chapter 6: Using Computers in the Office
Chapter 7: Managing Correspondence and Mail
Chapter 8: Managing Office Supplies
Chapter 9: Maintaining Patient Records
Chapter 10: Managing the Office Medical Records

SECTION 2: Interacting with Patients
Chapter 11: Telephone Techniques
Chapter 12: Scheduling Appointments and Maintaining the Physician’s Schedule
Chapter 13: Patient Reception
Chapter 14: Patient Education

SECTION 3: Financial Responsibilities
Chapter 15: Health Insurance Billing Procedures
Chapter 16: Medical Coding
Chapter 17: Patient Billing and Collections
Chapter 18: Accounting for the Medical Office

Appendix I: Prefixes, Suffixes and Word Roots In Commonly-Used Medical Terms
Appendix II: Abbreviations and Symbols Commonly Used in Medical Notations
Glossary
Fourth Edition Published!

CLINICAL PROCEDURES FOR MEDICAL ASSISTING, w/ Student CD, Fourth Edition
Kathryn A. Booth, Leesa Whicker, Terri D. Wyman and Sandra Moaney-Wright
Online Learning Center: www.mhhe.com/medicalassisting4e

Contents:

SECTION 1: The Medical Office Environment
Chapter 1: Principles of Asepsis
Chapter 2: Infection Control Techniques
Chapter 3: HIV, Hepatitis, and Other Blood-Borne Pathogens
Chapter 4: Preparing the Exam and Treatment Areas

SECTION 2: Assisting with Patients
Chapter 5: Interviewing the Patient, Taking a History, and Documentation
Chapter 6: Obtaining Vital Signs and Measurements
Chapter 7: Assisting with a General Physical Examination

SECTION 3: Specialty Practices and Medical Emergencies
Chapter 8: Assisting with Examinations in the Basic Specialties
Chapter 9: Assisting with Highly Specialized Examinations
Chapter 10: Assisting with Minor Surgery
Chapter 11: Assisting with Cold and Heat Therapy and Ambulation
Chapter 12: Emergency Preparedness and First Aid
Chapter 13: Complementary and Alternative Medicine

SECTION 4: Physician’s Office Laboratory Procedures
Chapter 14: Laboratory Equipment and Safety
Chapter 15: Introduction to Microbiology
Chapter 16: Collecting, Processing, and Testing Urine Specimens
Chapter 17: Collecting, Processing, and Testing Blood Specimens

SECTION 5: Nutrition, Pharmacology, and Diagnostic Equipment
Chapter 18: Nutrition and Special Diets
Chapter 19: Principles of Pharmacology
Chapter 20: Drug Administration
Chapter 21: Electrocardiography and Pulmonary Function Testing
Chapter 22: X-Rays and Diagnostic Radiology

SECTION 6: Externship
Chapter 23: Medical Assisting Externships and Preparing to Find a Position

Appendix I: Prefixes, Suffixes and Word Roots In Commonly-Used Medical Terms
Appendix II: Abbreviations and Symbols Commonly Used in Medical Notations
Glossary
Medical Assisting Review: Passing the CMA, RMA, and CCMA Exams, Fourth Edition provides example questions for students to prepare for certification exams. This reference prepares students to take the exam with easy-to-read essential material summaries that highlight key areas of the major clinical and administrative parts of a Medical Assistant's program. Each of the chapters includes a series of 20 to 30 multiple choice quiz questions and a concise outline of key information. CONNECT PLUS provides more than 1600 sample review questions as well as a PowerPoint presentation for additional student review. The review questions include rationales for answers and correlations to certification competencies.

- Incorporates the 2010 ABHES and the 2008 CAAHEP competencies. The preface includes correlations to the chapters in this review text for AAMA (CMA), AMT (RMA), NHA, NOCTI, CAAHEP, and ABHES.
Imagine giving your students a product that monitors their knowledge level and provides appropriate content based on that level. LearnSmart does just this and increases student learning efficiency.

LearnSmart is an unparalleled, intelligent learning system based on cognitive mapping that diagnoses your students' knowledge of a particular subject then creates an individualized learning path geared towards student success in your course. It offers individualized assessment by delivering appropriate learning material in the form of questions at the right time helping students attain mastery of the content. Assigned by you, or used by students as a study tool, the results are recorded in an easy to use grade book. This allows you to measure student progress at all times and coach your students to success. As an added benefit, all content covered in LearnSmart is tied to learning objectives for your course and competencies set forth by accrediting bodies so you can use the results as evidence of subject mastery. LearnSmart also offers a personal study plan that allows the student to estimate the time it will take and number of questions required in order to learn the subject matter. You will find your students will learn faster, study more efficiently and retain more knowledge when using LearnSmart.

LearnSmart: Medical Insurance, Billing, and Coding aids students in focusing on the information required to successfully pass certification exams, which makes them more competitive in the job market. This diagnostic tool assesses students' responses to diagnosis coding cases, procedure coding cases, and general billing and insurance topics, then adjusts the questions to be more challenging or less challenging based on the answers provided. Learning is tracked by this intelligent system in a manner that maximizes the learning experience efficiently, while increasing mastery of medical billing and coding.
THE COMPLETE DIAGNOSIS CODING BOOK,
Second Edition
Shelley Safian
0-07-337451-2 / 978-0-07-337451-2 /2012 / Softcover / 384 pgs
Online Learning Center: www.mhhe.com/safian2e

Published

The Complete Diagnosis Coding Book introduces students to the coding process and uses case studies, examples, and a lighter writing style to sit side-by-side with the student and help them through learning to code. This book speaks directly to students with respect and helps them to overcome the intimidation of learning such an important new skill. Case studies, examples, and exercises are salted generously throughout the book to connect the reader with real life scenarios and to help them relate to the issues at hand.

New to this edition
- KEYS TO CODING walks students through the critical thinking process required to make the necessary evaluations and interpretations needed to determine the necessary specifics to code accurately. Direct references to applicable specific official coding guidelines are also included.
- BRIDGE TO ICD-10-CM connects the current process of coding from ICD-9-CM volumes 1 & 2 to the similarities and differences that will be required to code from ICD-10-CM.
- YOU CODE IT! PRACTICE cases allow students to test their coding skills with these 15 short case scenarios.

Features
- Once students have completed the explanation of a knowledge cluster, they are taken step-by-step through a LET’S CODE IT! CASE SCENARIO. These scenarios walk them through abstracting the physician's notes and performing the coding process to find the most accurate code or codes.
- YOU CODE IT! CASE STUDIES provide practice for both the knowledge cluster as well as the coding process. The answer is then provided so concepts can be reviewed until they are completely understood.
- CHAPTER REVIEWS include short, multiple-choice quizzes to tests the reader’s knowledge of chapter concepts.
- YOU CODE IT! SIMULATIONS provide five actual case studies (redacted) for students to test their ability to abstract physician’s notes and find the most accurate code or codes.
- CODING TIPS assist students in understanding and remembering particular knowledge concepts or coding guidelines. These TIPS also illuminate strategies for avoiding often-made errors.
- As each knowledge cluster is presented, EXAMPLES are provided to establish a connection in the student's mind between the concept and its use in reality.
YOU CODE IT! Abstracting Case Studies Practicum, Second Edition
Shelley Safian
0-07-337452-0 / 978-0-07-337452-9 / 2012 / Softcover / 512 pgs
Online Learning Center: www.mhhe.com/safian2e

Published

You Code It! Abstracting Case Studies Practicum provides extensive coding practice for students to expand their training and experience. The case studies and patient records provide exercises and sample patient records for more than 25 specialties for focused coding practice. In addition, students can use this book for preparation to sit for a national certification exam or going to a job interview. This workbook provides extensive, hands-on practice for learning to code. The cases in this book are real patient charts (redacted) from physicians’ offices and hospitals in different parts of the country. It is a student-friendly workbook presenting case studies for the practice of abstracting health care professionals’ documentation and accurately translating the facts into the best, most accurate codes.

New to this edition
- Realistic patient records provide ample practice for coding students to learn to review and properly code for reimbursement.
- KEYS TO CODING feature walks students through the critical-thinking process required to make the necessary evaluations and interpretations needed to determine the most accurate and allowable codes.
- BRIDGE TO ICD-10-CM and ICD-10-PCS feature connects the current process of coding from ICD-9-CM volumes 1 & 2 to the similarities and differences that will be required to code from ICD-10-CM, as well as that of ICD-9-CM volume 3 compared and contrasted with ICD-10-PCS.
- CODING TIP entries offer additional tips and memory triggers to cover more details in the coding process.
“Coding Review for National Certification: Passing the CPC and CCS-P Exams” is for the student who has completed a formal education in medical coding or an individual with at least three years full-time medical coding experience who is seeking certification. The goal of the textbook is three-fold. First, it guides through an overall review of the CPT and ICD-9 manuals, their guidelines, modifiers, coding conventions and specific notations to coding descriptors. Secondly it provides many practice problems throughout the text, coding problems at the end of each chapter, and a mock examination at the end of the text. Thirdly it helps students to “think like a coder.” Learning to think through every coding problem or question in an analytical, organized, sequential approach teaches students to attack the “problem” in a consistent manner, which in turn, provides consistent accuracy in coding.

Features

- Reinforcement is used consistently throughout the textbook in the form of questions, coding problems/scenarios, examples, tables and illustrations for the student. The textbook follows all of the ICD-9, CPT, HCPCS guidelines and coding conventions that are up-to-date and applied in the textbook in a logical and sequential manner.
- “From the Author” provides insight as to how each chapter is relevant to students’ success in passing a national coding certification. It also explains and reviews the “set-up” of each chapter to aid students in the logical thinking process of a medical coder.
- “Indexing Tips” are used to provide students with the expertise of finding medical codes quickly and accurately. Indexing Tips also provide the students with the process of logical thinking that begins with taxonomy (classification) of the diagnosis or procedure. When repeated in a consistent manner, students will begin to consistently think in an organized and logical manner.
- "Coding Alert!” draws attention to either a principle or coding note that can be easily overlooked or might be unclear to students. Coding Alert! provides critical insight to the concept presented and aids students’ success in understanding more complex ideas.
- “Think Like a Coder” is the theme of this review textbook. It provides consistent reinforcements on how to think in an organized and logical manner with the review theory presented. An organized and logical thinking process is the critical tool necessary to be successful in passing a national certification as students will be consistent in the way they answer each question/problem.
- Full color is used to teach and reinforce visually the concept(s) presented in the review.
- Figures, Tables, and Examples are presented throughout the review textbook. Each is titled and presents clear identification and location. Tables and Examples assemble coding information in a logical, organized manner showing relevance to the concept.
- “Applying Coding to Theory Practice” is specifically designed to enhance the application of reviewed theory in the chapters and to reinforce "Coding Alert!, “Indexing Tips” and scenarios encountered by “Think Like a Coder.” “Applying Coding to Theory Practice” is a “warm-up” for the mock examination.
- Appendix A, Answers and Rationale provides a learning tool used to reinforce greater comprehension, in-depth understanding of more complex coding situations and provide insight to students’ strengths and weaknesses of medical coding.
- Appendix B presents common abbreviations used in the medical field and provides quick access for clarity of a diagnosis or procedure.
- Appendix C presents tables with correlations to the CPC and CCS-P examinations and their relevant chapters.
HIPAA FOR ALLIED HEALTH CAREERS, 
First Edition
Cynthia Newby
Online Learning Center: www.mhhe.com/NewbyHIPAA

HIPAA for Allied Health Careers covers the concepts and knowledge allied health workers need to correctly handle patients’ protected health information (PHI) and to comply with all HIPAA regulations, including: • Administrative Simplification • Privacy Rule • Security Rule • Transactions and Code Sets • Compliance to Avoid Fraud and Abuse Major emphasis is placed on communication skills—written and oral—because they underpin HIPAA compliance in most careers. Such skills include handling requests for release of information (ROI) from patients, payers, and other clinicians; effective interviewing of patients to gather information, complete authorization forms, and explain procedures; and documenting data using tools such as electronic medical records. HIPAA for Allied Health Careers provides students with the must-know information on HIPAA compliance. Titles I (COBRA) and II (HIPAA) are covered. The HIPAA privacy, security, and e-transactions are taught in depth. The concluding chapter presents the recently-published final HIPAA enforcement rule, and also provides an overview of compliance guidelines for the various allied health career settings, such as hospital-, physician practice, and billing-service based careers. Throughout the chapters, students think through case scenarios that cover the types of situations in which allied health personnel will need to make the correct choices for protecting patient privacy under HIPAA.

Features
• Compliance Tips
• FYI boxes
• Internet-based activities
• What Is Your Opinion?
• Internet Resources
• HIPAA Communications
MEDICAL INSURANCE CODING WORKBOOK FOR PHYSICIAN PRACTICES AND FACILITIES, 2011-2012, Sixth Edition
Cynthia Newby
0-07-337488-1 / 978-0-07-337488-8 / 2012 / Softcover / 192 pgs
Online Learning Center: www.mhhe.com/codingwkbk6e

Published

Medical Insurance Coding Workbook for Physician Practices and Facilities, 2011-2012 Edition builds coding expertise by providing thorough practice, tips, and reinforcement in code selection and linkage. This supplementary workbook offers extensive opportunities for students to practice ICD-9-CM (diagnoses) and CPT/HCPCS (procedures) coding using the standard code reference manuals. Unique coding linkage coverage reviews and practices reporting diagnosis and procedures codes correctly together for compliant coding. The exercises build from one-line diagnostic/procedural statements to case studies. The Workbook contains three comprehensive examinations covering ICD-9-CM, CPT/HCPCS, and Code Linkage topics.

Medical Insurance Coding Workbook for Physician Practices and Facilities, 2011-2012 Edition is designed to help users master the information needed to pass the coding certification exams and become employable. The precise and tightly focused nature of the workbook helps instructors to readily gauge students' levels of coding proficiency.

New to this edition
• Updated Information: The workbook includes the latest ICD and CPT codes.
• Adoption of Medical Coding Workbook for Physician Practices & Facilities 2011-2012 allows for 21 days free access to CodeItRight Online, an experience with an Internet-based code assignment service.

Features
• Part 3 includes facility coding coverage.
• Case Studies: Each section contains case studies to provide practice coding from medical documentation.
• Coding Tips reinforce coding guidelines.
• Review and Practice: Updated Coding Compliance Coverage provides review and practice so students learn to link diagnosis and procedure codes correctly. Coding Quizzes test students' understanding of guidelines and prepare students for the coding certification exams.
• Answers to workbook exercises are available on the password-protected Instructor's site on the Valerius/Medical Insurance 5e Online Learning Center.
• This Coding Workbook can be used with any coding or medical insurance text that teaches coding, including Valerius: Medical Insurance 5e (ISBN 007-337491-1).

INSURANCE CODING AND ELECTRONIC CLAIMS FOR THE MEDICAL OFFICE with CD, First Edition
Shelley Safian
Online Learning Center: www.mhhe.com/icec-safian

Students will learn to carefully glean pertinent data to code accurately from review and analysis of: a. Superbills b. Provider’s notes c. Referral authorization forms, and d. New patient information forms. Patient care abbreviations, as well as common prescription abbreviations and symbols will be included to assist comprehension. Actual documents will be provided from which the students will work.
Law and Ethics for Medical Careers, Fifth edition, provides an overview of the laws and ethics you should know to help you give competent, compassionate care to patients that is within acceptable legal and ethical boundaries. The text can also serve as a guide to help you resolve the many legal and ethical questions you may reasonably expect to face as a student and, later, as a health care practitioner. The text features pertinent legal cases, anecdotes, and sidebars related to health-related careers. Content has been updated and special attention has been paid to legislation affecting health care.

**New to this edition**
- NEW 4-color design makes the text more attractive and appealing to students. Interesting photos have been added to enhance the learning experience.
- Video Vignettes, located on the Online Learning Center, provide short video clips that showcase a problem or situation common to health care. After viewing the clip, students are asked to respond to multiple choice questions based on the instruction in the text. There is one vignette per chapter.
- New Chapter--Health Care Trends and Forecasts discusses issues that are critical to the health care environment and to health care workers, such as health care costs, access, and quality, and what lies ahead in medical technology and in health information technology.
- Court Cases summarize lawsuits that illustrate points made in the text. In each case, students should consider the relevance of the case to their health care specialty area and note the outcome. Determine why the court made its particular ruling. The legal citations at the end of each court case indicate where to locate the complete text of a case. “Classic” cases are those that established ongoing precedent. New for the fifth edition is a Case Index for searching by subject or case title.
- New and updated case studies have been added. They include additional allied health professions and other examples throughout the text.

**Features**
- Voice of Experience feature illustrates real-life experiences that are related to the text material. Each quotes health care practitioners in various locations throughout the United States as they encounter problems or situations relevant to the material discussed in the text.
- Check Your Progress feature provides a short quiz that allows students to test their comprehension of the material just read in the text. Answer the questions, correct incorrect answers, and then review appropriate sections to be sure they understand the material.
- Ethical Issues feature contains ethical dilemmas and discussion questions taken from interviews with a variety of medical ethics experts and health care practitioners.
PALKO'S MEDICAL LABORATORY PROCEDURES, Third Edition
Phyllis Cox and Danielle Schortzmann Wilken
Online Learning Center:  www.mhhe.com/CoxPalkoMedLab3e

Palko's Medical Laboratory Procedures combines theory with hands-on practice of the procedures most frequently performed in the physician's office laboratory. Learning to perform basic tests manually gives students a clear understanding of the theory behind the test, as well as an understanding of how the automated laboratory equipment works. It's current in the new lab procedures set by CLIA and OSHA, Universal Precautions, and quality control. It is written in a friendly and easy-to-understand format.

New to this edition
- New four-color design provides more realistic illustrations of what students will be seeing through microscopes when performing laboratory procedures.
- Boxed features highlight important concepts related to laboratory procedures and patient care.
- Note boxes provide cautionary tips to help students avoid possible errors that may occur in the laboratory.
- Procedures provide hands-on laboratory procedures for students to perform in the laboratory. They include step-by-step performance standards, procedure goals, estimated completion time, a list of equipment and supplies, instructions, and recommended points by step.
- More than 170 illustrations familiarize students with equipment and techniques and show students what they will see through the microscope.

Features
- The text includes coverage of urinalysis, hematology, blood chemistry, immunology, microbiology, differential blood smear determination, normal and diseased condition of red blood cells, and normal and abnormal condition of platelets.
- It includes background on why medical tests are ordered to give students an overall understanding of laboratory procedures and to relate the theory of lab tests to the physiology of the body.
- The text covers safety, recordkeeping and documentation, quality control, math, phlebotomy, and patient relations.
- It emphasizes accuracy and safety, with explanations of Universal Precautions, OSHA requirements, and regulations of the Clinical Laboratory Improvement Amendment (CLIA).
MEDICAL OFFICE PROCEDURES, Seventh Edition
Nenna L. Bayes, Karonne Becklin and Bonnie J. Crist
0-07-340198-6 / 978-0-07-340198-0 / 2012 / Softcover / 480 pgs
Published
Online Learning Center: www.mhhe.com/bayes7e

New four-color interior. Thoroughly revised and updated, Medical Office Procedures is a text-workbook that introduces and describes the tasks of a medical assistant's career; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients' charts and bills. Practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Managerial skills have been added for this edition.

Two new authors, Nenna L. Bayes, B.A., M.Ed, and Bonnie J. Crist, B.S., CMA (AAMA), add valuable currency to the text's content and instruction. Bayes and Crist offer a wealth of instructional experience. They have used this product for many editions.

New to this edition
• Updated exercises for Medisoft Advanced Version 16 patient billing software, a full-featured software program, which is available to adopters. Contact your McGraw-Hill representative to request software.
• Correspondence, scheduling, financial, and records projects in each chapter provide hands-on practice with concepts and skills. Files for letterheads, patient information forms, and statements for chapter projects and simulations are delivered online via CONNECT Plus and the Online Learning Center. Simulation recordings, also available online via CONNECT PLUS, contain recordings for the 3 simulations of medical office conversations, instructions from the doctor, incoming and outgoing phone calls, interruptions, and the doctor's dictation for transcription.
• Instructor's Manual contains teaching notes and resources, AAMA/AMT/NHCSSP correlation charts, and answer keys. EZ Test test generator and PowerPoint presentations are available online through CONNECT Plus and at the Online Learning Center.
• Improved Learning Outcomes, including: revised to reflect new terminology for Bloom’s Taxonomy, all end-of-chapter and test bank questions are tagged to learning Outcomes, and Chapter Summary in a tabular, step-by-step format with page references.
• Soft skills are emphasized throughout the text, including new Soft Skills Tips and new content on the communication cycle, nonverbal communication, stress and time management, and best practices for safe mail handling.
• New information has been added about Electronic Health Records, updated CMS-1500 forms, Red Flag requirements, ICD-10-CM, and payroll.

Features
• Working Papers at the end of the text include medical histories, handwritten drafts, correspondence, and other forms needed to complete projects and simulations.
This online Medical Terminology training program provides a brand-new approach to facts-based curricula based on the well-known concept of flashcards, only much better. It intelligently generates a "deck" of cards for medical terms with definitions on the reverse. Students take an online pretest to qualify medical terms they already know, think they know, or don't know at all. This pretest provides a study schedule to allow students to learn the terms smarter and faster. Based on a new approach to learning, students are forced to think about whether or not they really know the terms which will generate stronger metacognitive skills. The aspect of luck is eliminated as students are more likely better at assessing whether they really know the information or were guessing during the pretest.

Features
- Training can be set in two different modes--competency-based or time-based.
- Personal learning planner, based on the pretest, provides individually tailored curricula. This individualized instruction helps students avoid unnecessary practice for terms they already know and better utilizes time for learning.
- Pronunciation of medical terms provides correct pronunciations for students.
- Comprehensive reports provide students and instructors with detailed information about students' progress.
- Web-based instruction allows students to access training from any location with computers with Internet access. This new approach to learning medical terminology offers enhanced learning and retention of key terms.
- This product can be integrated into any Learning Management System that is SCORM compliant.
- This product is book agnostic so it can easily be integrated into any medical terminology course.
Medical Language for Modern Health Care, Second Edition, uses Contextual Learning Theory to introduce medical terminology within a healthcare environment. Chapters are broken into lessons that introduce and define terminology through the context of A & P, pathology, and clinical and diagnostic procedures/tests. Each 2-page spread covers one topic at a time, offering contextual content, a Word Analysis and Definition Table, and exercises all in one place. Word Analysis and Definition Tables provide a color-coded guide to word parts and combining forms, as well as definitions and pronunciations. With unfolding patient case studies and documentation, students are introduced to various roles in the healthcare environment, illustrating the real-life application of medical terminology in modern health care while facilitating active learning. Now available with LearnSmart: Medical Terminology and Connect Plus+, students and instructors can access all their course materials in one place. Connect Plus+ provides market-leading content, a proven course architecture, and unmatched flexibility to help students apply the principles in the textbook.

Features

- Based on Contextual Learning Theory, chapters are organized by body systems, and terms are introduced within the context of the body's anatomical structures and/or physiological processes.
- Unique! Allan’s Lesson-based approach divides each chapter into manageable chunks of content that are easier for students to learn and instructors to teach.
- Unique! Allan’s 2-page spreads cover only one topic at a time, thus offering contextual content, a Word Analysis and Definition Table, and exercises all in one place.
- Unique! Unfolding Case Studies begin each chapter by placing students into a specific allied health professional’s role, thus linking theory to practice throughout the lessons in that chapter.
- Unique! Word Analysis and Definition Tables (WADs) offer color-coded prefixes, suffixes, and combining forms to provide students with an at-a-glance view of the terms covered in the lessons.
- NEW! LearnSmart™ Medical Terminology is a diagnostic study tool that adapts questioning based on an individual’s response. A clearly defined learning path is developed for each student and tied to specific learning objectives. LearnSmart measures progress and student reports are generated for the instructor.
- NEW! Connect Plus+™ allows students and instructors to access all their course materials including the media-rich textbook in one place. With its unique integrated learning system, Connect Plus™ combines market-leading content, a proven course architecture, and unmatched flexibility to help students apply the principles in the textbook.
ESSENTIALS OF MEDICAL LANGUAGE,
Second Edition
David Allan & Karen Lockyer
0-07-337461-X / 978-007-337461-1 /2012 / Softcover / 576 pgs
Online Learning Center: www.mhhe.com/allaness2e Published

New to this edition
• Connect Plus! Featuring:
  The Interactive eBook, instructor grade reporting, LearnSmart: Medical Terminology, BODY ANIMAT3D: Animations covering the most difficult concepts in anatomy, physiology, pathophysiology and pharmacology are available through Connect Plus. This series, created in a partnership with Nucleus Medical Media, offers more minutes of animated content than a typical Hollywood feature-length movie. In addition to enabling students to learn and visualize difficult concepts, the Body ANIMAT3D series features pre-, during-, and post-assessment with every animation. These assessments are leveled to the Revised Bloom’s Taxonomy. Several animations feature built-in interactive exercises to further reinforce particularly challenging concepts.
• NEW! Medical Record Activities added to the end of chapter reviews.
• Revised! Table of Contents
• ADDED! More construction and deconstruction exercises of medical terms.

Features
• Bloom’s! Based on Bloom’s Taxonomy, End-of-Lesson Exercises provide immediate practice using the terms in that lesson, thus preparing students for the End-of-Chapter exercises.
• Bloom’s! Exercise variety requires students to understand, accurately apply, and think critically about the medical language they use (knowledge, comprehension, application, analysis, synthesis, and evaluation). Appendix A provides exercises from all material within the text for excellent certification preparation.
• Unique! Unfolding Case Studies begin each chapter by placing students into a allied health professional roles, such as respiratory therapists, medical assistants, etc.
• Unique! Allan’s 2-page spreads cover only one topic at a time, thus offering contextual content, a Word Analysis and Definition Table, and exercises all in one place.
• Unique! Allan’s Lesson-based approach divides each chapter into manageable chunks of content that are easier for students to learn and instructors to teach.
• Unique! Word Analysis and Definition Tables (WADs) offer color-coded prefixes, suffixes, and combining forms to provide students with an at-a-glance view of the terms covered in the lessons.
• Updated! Line art and photos enlarged and relabeled with just the need-to-know terms!

INTRODUCTION TO MEDICAL TERMINOLOGY
with Student CD-ROM, First Edition
Pamela Besser and J. Patrick Fisher
0-07-302261-6 / 978-0-07-302261-1 / 2006 / Soft cover with CD-ROM / 448 pgs
Online Learning Center: www.mhhe.com/besser
This text-workbook gives students a firm foundation in medical terminology meanings and pronunciations. It provides a concise presentation of terms reinforced by practice exercises. It can be used in a short course or a review course of medical terminology or as a self-paced text.

Features
• 2 new chapters (1 on Suffixes, and 1 on Prefixes) have been added. These chapters will provide a foundation for the terminology presented in the textbook.
• New edition will have flash cards included free with every student text.
• Instructor Manual includes teaching strategies, course syllabi and answer keys. Instructor Productivity CD-ROM contains chapter-by-chapter PowerPoint presentations and EZTest test generator. Classroom Lab CDs provide pronunciation of the lessons for classroom use. Test Lab CDs are provided for instructors to test students’ pronunciation and comprehension.
• Final lesson in each chapter contains two pages of terminology review for tests and two pages for extra credit review.
MEDICAL TERMINOLOGY:
A Programmed Approach with Student CD &
Flashcards, First Edition
Paula Bostwick
0-07-333505-3 / 978-0-07-333505-6 / 2008 / Soft cover / 608 pgs
Online Learning Center: www.mhhe.com/medtermprogrammed

This text is the ideal resource for instructors and students wanting a concise and systematic approach to learning the language of health care. Recognizing that students learn medical terminology by constructing and deconstructing words into their parts, the authors have built this process into the text and the numerous exercises. The approach builds and constantly reinforces skills needed to deal with increasingly complicated terms. A body systems organization is used, providing a clear content framework for the text. Each body system chapter separates words into easily learnable groups: major parts of each system; word parts related to each system; and diagnostic, pathological, surgical and pharmacological terms. Case-study information is built into examples, and real medical documents are used whenever appropriate. Internet references are included throughout, to emphasize the importance of online resources and tools. While most activities are straight-forward practice exercises, word-building and critical thinking skills are also built in. Wherever possible, material on Complementary and Alternative Medicine (“CAM”) is included to highlight this growing area of medicine.

In addition to the text, students will be able to access a wealth of electronic resources to aid their studies: The Student CD-ROM will include a suite of activity-based learning tools: crossword puzzles, “Hangman” game, “Concentration”, term to definition matching, audio feedback, and “That’s Epidemic”, an activity focusing on pathology terms. Exercises can be graded online, or can be used for self-paced review.

The Online Learning Center website (“OLC”) will provide a set of additional self-test questions; chapter study outlines; web links of interest; and additional word-building activities. Instructors will also find a wealth of teaching & learning resources for their classes: The Instructor’s Manual (“IM”) will contain answers to all exercises, teaching strategy suggestions, and discussion of word-building techniques. The Instructor Productivity Center CD ROM (“IPC”) will contain the IM in electronic form; PowerPoint presentations for each chapter; and electronic test generator and test banks (with 300 questions).

Features
- Programmed methodology provides a streamlined, time-effective way to learn basic terminology.
- Word-building skills are presented in the opening chapters, then used extensively with each Body System chapter.
- Body systems organization is used to structure the text.
- Real-life case studies and medical records are used throughout the text to provide a career context for the terminology being learned.
- Bound-in Student CD ROM provides readers with a wealth of motivating medical terminology games and activities.
- OLC website contains study resources, self-tests and additional activities for students; and resources for instructors under password protection.
- Complementary and Alternative Medicine (CAM) terms are included in the text.
- Internet chapter features provide practical tips on how to use the web.
MCGRAW-HILL MEDICAL DICTIONARY FOR ALLIED HEALTH, First Edition
Myrna Breskin, Kevin Dumith, Enid Pearsons and Robert Seeman
0-07-334727-2 / 978-0-07-334727-1 / Softcover w/ Audio CD

Features
- Simple straightforward definitions in understandable language with cross-referencing done meticulously. It uses common language as much as possible or uses medical terms that appear in the dictionary or are explained where they are used.
- Extensive coverage of anatomy groups (such as tables of muscles, bones, and nerves at those entries) and an overview 32-page 4-color insert of anatomy art and text.
- Warnings are put at all abbreviations that are no longer allowed to be handwritten in medical documents so as to avoid medical errors. An appendix of these abbreviations is also included.
- A straightforward comprehensive pronunciation system with as few symbols as possible enables the user to clearly pronounce medical terms—a skill that is essential in allied health careers.
- Appendices of essential allied health reference material such as lab values, combining forms, abbreviations, and so on round out this comprehensive book.
- Four-color illustrations appear throughout the book and illustrate medical concepts.
- Student CD-ROM contains searchable list and audio pronunciations for all terms in the Dictionary.

MEDICAL TERMINOLOGY WORD BUILDER AND COMMUNICATIONS WORKBOOK WITH FLASHCARDS, First Edition
Nina Thierer and Kevin Dumith
0-07-331544-3 / 978-0-07-331544-7 / 2008 / Soft cover

This workbook complements a number of allied health products, especially the Allied Health Dictionary and the medical terminology textbooks published by McGraw-Hill. The Medical Terminology WordBuilder and Communications Workbook emphasizes the dual tasks of word building and communication to make students valuable employees in their allied health careers. The workbook is chock-full of exercises, case studies, and verbal and written communication work to guide the student through realistic simulations of job activities and job search tasks.

Features
- The organization of the workbook by body systems makes it usable with McGraw-Hill products as well as with most medical terminology texts on the market.
- The workbook’s design is usable as a write-in, self-study guide or as a companion to various texts and resources. The workbook is also usable for students working primarily on computer. Each unit begins with a review of the word parts used to build words in a particular body system. This is immediately followed by a number of activities aimed both at word building and basic body system knowledge.
- Word games such as word finds, crosswords, or word jumbles are featured in every unit to provide fun learning activities for each body system. These word games require and reinforce body system knowledge at all learner levels.
- Each of the body system units has a realistic case study that emphasizes the ability to communicate with coworkers, clients, supervisors, job interviewers, and so on. The communication exercises require basic telephone and writing skills with an emphasis on polite, accurate communications. These case studies include many letters and forms similar to ones used in most health care facilities. The way the case studies are structured, they can be used by everyone from the most inexperienced beginning student to students in the final stages of their courses about to start the job search.
Medical Terminology: Language for Health Care provides the comprehensive coverage needed for a 2-term or intensive 1-term Medical Terminology course. It provides clear instruction on the basics of anatomy and physiology, using a body systems approach, and making use of extensive new line art figures and photos. The text includes both clinical and administrative office examples and cases that provide a realistic context for introducing terms and definitions. The up-to-date coverage includes a new chapter on Alternative Medicine, and information on HIPAA guidelines. The student textbook comes with a free Student CD-ROM with interactive exercises and activities, and a 2-CD Audio Program for building pronunciation skills.

New to this edition
- An Annotated Instructor's Edition is available as a pdf on the password-protected Instructor's Side of the Online Learning Center. The printable file provides an smaller version of the student pages surrounded by answers to exercises, teaching suggestions, and other important information especially for the novice instructor.
- This two-semester text provides instruction for learning medical terminology in a student-friendly format and length.
- Quantity of exercises has been nearly doubled from quantity in second edition. The major emphasis on the new exercises is on word building and repetitive reinforcement.

Features
- Enhanced Art Program: A wealth of new photos, illustrations and charts increase the visual appeal of the book, and aid in the teaching of anatomy and physiology topics.
- Extensive Review Activities: Critical thinking case studies follow every major section, providing immediate learning reinforcement reinforcement. End-of-chapter activities include review questions, case studies and optional Internet and Challenge sections that expand student familiarity with chapter concepts and terms.
- Student CD-ROM: This highly acclaimed CD-ROM includes a wealth of student activities (such as Flashcards, Crosswords, Concentration, Hangman, and "That's Epidemic"), and a new built-in grading feature.
- Med Term Audio Program: 2 English-language audio CD-ROMs are included free with the text, to provide help with pronunciation of terms.
- Spanish-English Resources: A Spanish glossary and Spanish Audio Program CD (available separately) help students work in our increasingly bilingual health care environment.
- Online Learning Center: This web site offers a range of learning and review activities for students, plus password-protected Instructor resources; these can be used with the leading Classroom Management systems.
- Clear and Comprehensive Coverage: the basics of anatomy & physiology are covered by body system, along with medical terms from all areas of health care and medicine.
MEDICAL TERMINOLOGY ESSENTIALS with Student and Audio CD’s + Flashcards, First Edition
Nina Thierer and Lisa Breitbard
Online Learning Center:  www.mhhe.com/medtermess

Medical Terminology Essentials is a precise, completely up-to-date, student-oriented text that is ideal for the one-semester course in Medical Terminology. The text emphasizes real world applications of the vocabulary of medicine, and students will see current medical events reflected in this book. The main text is accompanied by an outstanding selection of supplementary learning resources. Medical Terminology Essentials concentrates on just the key terms and concepts that can be taught in a half-year course. Its clean, uncluttered design keeps readers’ attention focused on learning these basic terms, and definitions are kept concise. The interactive Medical Terminology Essentials Student CD-ROM, and Audio Program CD-ROMs (2-disk audio CD set), linked directly to the text and its selection of terms, are included with each copy of the text.

Features
• Extensive Review Activities: Critical thinking case studies follow every major section and give immediate reinforcement of key concepts presented. End-of-chapter activities include review questions, case studies, and optional Internet and challenge sections that expand student familiarity with the subject of each chapter
• HIPAA Information: Examples and exercises are included throughout the text, providing important up-to-date information on important HIPAA guidelines.
• Introduction to SNOMED: Describes a major Internet research tool for medical terminology.
• Spanish-English Glossary and Spanish Audio CD-ROM: These resources are designed to help bilingual students, and students who will work in an increasingly bilingual environment. The Spanish Audio Program CD-ROM is available for optional purchase.
• Case Studies: Brief cases in each chapter present realistic medical situations related to that particular topic and its key terms.
CASES FOR NURSING SIMULATION:  
A Student Guide, First Edition

Jean Yockey and Larinda Dixon
0-07-340228-1 / 978-0-07-73402284 / 2012 / Softcover / 80 pgs

Cases for Nursing Simulation provides 10 case studies on critical nursing concepts for simulation experience within a clinical lab. Each case contains a concept-based disease process overview, an introduction to the patient’s background and medical orders, assessment forms, and a reflection on care section. Also included are Evidenced-based Practice recommendations and specific learning outcomes the students should achieve.

These cases mirror the Web-based simulation cases found in McGraw-Hill’s ACTIVSim Nursing. Instructors can assign a case study through online simulation then witness the students’ performance in clinical with the same case study.

Contents
Introduction
How to Use the Simulation Scenarios
Simulation 1: Chronic Obstructive Pulmonary Disease
Simulation 2: Hip Fracture
Simulation 3: Dementia
Simulation 4: Heart Failure
Simulation 5: Small Bowel Obstruction
Simulation 6: Diabetes Mellitus
Simulation 7: Post-Operative Care, Post-Mastectomy
Simulation 8: Cerebral Vascular Accident
Simulation 9: Sickle Cell Anemia
Simulation 10: Chronic Kidney Disease
Appendix A Clinical Competency Discussions
Appendix B Glossary of Terms
Abbreviation List

Imagine giving your students a product that monitors their knowledge level and provides appropriate content based on that level. LearnSmart does just this and increases student learning efficiency.

LearnSmart is an unparalleled, intelligent learning system based on cognitive mapping that diagnoses your students’ knowledge of a particular subject then creates an individualized learning path geared towards student success in your course. It offers individualized assessment by delivering appropriate learning material in the form of questions at the right time helping students attain mastery of the content. Assigned by you, or used by students as a study tool, the results are recorded in an easy to use grade book. This allows you to measure student progress at all times and coach your students to success. As an added benefit, all content covered in LearnSmart is tied to learning objectives for your course and competencies set forth by accrediting bodies so you can use the results as evidence of subject mastery. LearnSmart also offers a personal study plan that allows the student to estimate the time it will take and number of questions required in order to learn the subject matter. You will find your students will learn faster, study more efficiently and retain more knowledge when using LearnSmart.
McGraw-Hill offers you and your students access to SpringCharts®, a fully functional, Electronic Health Records program with each text purchase. Within the text, documentation exercises are organized into 4 different skill levels, moving from simple to complex. Additional patients from simulation and clinical sites can be charted in SpringCharts as well. SpringCharts Nursing uses the SOAPIER documentation method and incorporates NANDA, NIC, and NOC. We can issue the software on an institutional level or an individual user level; this will be at no cost to you or your students. This is a considerable saving over purchasing an EHR program for your school. You can also use SpringCharts to document your simulation and clinical experiences.

Features

- **Transferable skills to all Electronic Health Records Programs** – Nursing Documentation explains the theory and history of EHR. The text covers all the necessary documentation pieces a nurse must include and how to document those pieces in SpringCharts.

- **4 Levels of exercises, moving from simple to complex.** 10 case studies are covered in Nursing Documentation around different disease processes. Through these cases, students uncover all the typical charting responsibilities of a nurse.

- **Incorporates NANDA-I diagnosis, NIC, and NOC.** NANDA-I classifications, Nursing Interventions and Outcomes classifications are all included.

- **Step-By-Step Instruction.** Nursing Documentation walks the students, step-by-step, through charting SpringCharts with the SOAPIER format.

- **Simulation and Clinical Charting** – You can use SpringCharts to chart simulation and clinical experiences. As many as 1 million new patients can be added to each downloaded SpringCharts.
Imagine giving your students a product that monitors their knowledge level and provides appropriate content based on that level. LearnSmart does just this and increases student learning efficiency.

LearnSmart is an unparalleled, intelligent learning system based on cognitive mapping that diagnoses your students' knowledge of a particular subject then creates an individualized learning path geared towards student success in your course. It offers individualized assessment by delivering appropriate learning material in the form of questions at the right time helping students attain mastery of the content. Assigned by you, or used by students as a study tool, the results are recorded in an easy to use grade book. This allows you to measure student progress at all times and coach your students to success. As an added benefit, all content covered in LearnSmart is tied to learning objectives for your course and competencies set forth by accrediting bodies so you can use the results as evidence of subject mastery. LearnSmart also offers a personal study plan that allows the student to estimate the time it will take and number of questions required in order to learn the subject matter. You will find your students will learn faster, study more efficiently and retain more knowledge when using LearnSmart.

LearnSmart: Pharmacology increases the learners' understanding of pharmacology through a systematic series of questions related to drug therapy, drug actions and interactions, drug classifications, and therapeutic effects. This diagnostic tool assesses each student's responses to establish a clearly defined learning schedule. Learning is tracked by this intelligent system in a manner that maximizes the learning experience efficiently, while increasing mastery of pharmacology.

Pharmacology Modules

- Biological factors affecting action of drugs
- Geriatric pharmacology
- Intro to math & calc
- Autonomic nervous system
- Local anesthetics
- Antiepileptic drugs
- Cardiac glycosides & cong heart failure
- Antiarrhythmic drugs
- Antianginal drugs
- Intro to pharma
- Drugs affecting parasympathetic nervous system
- Drugs affecting autonomic ganglia
- Skeletal muscle relaxants
- Intro to CNS
- Sedative hypnotic drugs & alcohol
- Antipsychotic & Antianxiety drugs
- Opioid analgesics
- Psychotomimetic drugs & abuse
- Antiparkinson drugs
- Drugs affecting the sympathetic nervous system
- General anesthetics
- Antidepressants, psychomotor stimulants & lithium
- Nonopioid analgesic, antiinflammatory...
- Cardiac physiology & pathology
- Diuretics
- Antihypertensive
- Anticoagulants & coagulants
- (Hitner 5e)
- Nutrition & therapy
- Hypolidemic drugs
- Antiemetics
- Antiallergic & antihistaminic drugs
- Bronchodilator drugs as treatment...
- Therapy of Gastro Distorders: Gerd...
- Gonadal hormones & oral contraceptives
- Drugs affecting thyroid & the parathyroid...
- Pancreatic hormones & antidiabetic drugs
- Antiseptics & disinfectants
- Antineoplastic Agents
ADMINISTERING MEDICATIONS,
Seventh Edition
Donna Gauwitz
0-07-337437-7 / 978-0-07-337437-6 /2012 / Softcover / 608 pgs
Online Learning Center: www.mhhe.com/gauwitz7e

February 2011
Administering Medications: Pharmacology for Healthcare Professionals is designed to teach the safe administration of medications to healthcare students entering nursing, medical assisting, and other allied healthcare professions. This textbook speaks directly to students and encourages students to identify and apply the concepts learned.

New to this Edition
- **BODY ANIMAT3D**: Animations covering the most difficult concepts in anatomy, physiology, pathophysiology and pharmacology are available through Connect Plus. This series, created in a partnership with Nucleus Medical Media, offers more minutes of animated content than a typical Hollywood feature-length movie. In addition to enabling students to learn and visualize difficult concepts, the Body ANIMAT3D series features pre-, during-, and post-assessment with every animation. These assessments are leveled to the Revised Bloom’s Taxonomy. Several animations feature built-in interactive exercises to further reinforce particularly challenging concepts.
- Now includes Procedures Checklists!
- Age Consideration Boxes have been added.
- Every section heading is linked by number to the Learning Outcomes addressed by the section topic. An additional Learning Outcome addresses drug calculations in pertinent chapters.
- The Case Studies in each Chapter Review provides two scenarios in which students respond to patient situations.
- Five NCLEX questions per chapter, found at the conclusion of the Chapter Review, focus primarily on medication action, side effects, and nursing care.
PHARMACOLOGY: An Introduction, Sixth Edition
Henry Hitner and Barbara T. Nagle
0-07-352086-1 / 978-0-07-352086-5 / 2012 / Softcover / 640 pgs
Online Learning Center: www.mhhe.com/hitner6e

Published
Pharmacology, 6e by Hitner/Nagle is incredibly readable, with short chapters that link theory to practice; content that is focused on the need-to-know information to not overload the reader; excellent tables and features such as Patient Administration and Monitoring Boxes. This new edition now has a 4-color design with all new photos and illustrations. Chapter reviews have been revisited to add additional problem types and an exercise progression from simple to complex. The full suite of instructor materials is available. Hitner 6e has Connect Plus, including LearnSmart: Pharmacology, body system and pharmacology animations, Top 250 Prescribed Drugs, Dosage Calculations Exercises, and more.

New to this edition
- **BODY ANIMAT3D**: Animations covering the most difficult concepts in anatomy, physiology, pathophysiology and pharmacology are available through Connect Plus. This series, created in a partnership with Nucleus Medical Media, offers more minutes of animated content than a typical Hollywood feature-length movie. In addition to enabling students to learn and visualize difficult concepts, the Body ANIMAT3D series features pre-, during-, and post-assessment with every animation. These assessments are leveled to the Revised Bloom’s Taxonomy. Several animations feature built-in interactive exercises to further reinforce particularly challenging concepts.
- 4-Color! New design with 125 new photos and 200 new illustrations.
- Updated Learning Outcomes tied to the Revised Bloom's Taxonomy & tagged to the appropriate headers in the text.
- Instructor support material! Including: Teaching Notes for each learning outcome, ABHES & CAAHEP standards tied to each chapter, 3 Discussion topics per chapter tied to learning outcomes, 1 case study per chapter-outside of case studies that appear in the text, Written Assignments, Group assignments, & Web Assignments. New PowerPoints with chapter photos, illustrations, tables and charts. Image Library, Asset Map, and a Test Bank with all test items tagged to Bloom’s, ABHES, and CAAHEP.
- Chapter reviews updated, adding additional problems and a simple to complex exercise progression.
- Connect Plus! McGraw-Hill Connect is a web-based assignment & assessment platform that gives students the means to better connect with their coursework, with their instructors, & with the important concepts that they need to know for success now and in the future. Connect Plus for Hitner features: Top 250 Prescribed Drugs, Dosage Calculating Exercises for each Drug Chapter, A&P animations, Pharmacology animations, Questions in multiple choice, multiple-choice, matching, labeling, classification, sequencing, documentation & an interactive eBook.
Recognizing the enormous need for well-trained Pharmacy Technicians as well as the serious need to decrease medication errors, Math for Pharmacy Technicians: Concepts and Calculations was developed. This textbook is organized from simple to complex and walks the student through the necessary information to pass the math portion of the PTCB exam. The text includes Pharmacy Technician-specific information that is non-threatening and helps the student learn to safely practice as a Pharmacy Technician. This text is organized into 11 chapters, along with a pretest and a comprehensive evaluation or posttest.

Features

- **Super Tech...** boxes direct students to additional exercises on the Student CD-ROM included with the text. These exercises provide students with independent review, reinforcement, and evaluation.
- **Critical Thinking in the Pharmacy** features open each chapter with a scenario to introduce students to a situation which may occur while working in a pharmacy. They will improve students’ critical-thinking skills and provide discussion opportunities in the classroom.
- **Tech Check boxes** provide reinforcement of a key point in each section of the chapter as well as an immediate check of students’ understanding of content covered. Included in the box is Think Before You Act which draws attention to actions that may cause medication errors. Reviewing each of the Tech Checks prior to completing the End-of-Chapter exercises and before taking tests improves students’ success.
- **Caution boxes** draw attention to mistakes that can occur within pharmacy practice.
- **Memory Tips** introduce students to techniques to help them remember key information.
- **Actual Medication Labels** provide full-color, current medication labels that will be seen in a job setting. They give a realistic view of on-the-job training.
- **Laminated Pocket Cards**, bound in the back of the text, provide a handy reference during clinical training, externship, or work experience. The cards include formulas for metric equivalents, common approximations, determining the total number of tablets or capsules to dispense, determining the total amount of liquid to dispense, and math formulas; allegation; and common abbreviations used in the pharmacy.
- **PTCB Correlations** highlight coverage of necessary content.
PHARMACY TECHNICIAN: Practice and Procedures, w/ Student CD, First Edition
Gail Orum-Alexander and James Mizner
Online Learning Center: www.mhhe.com/pharmacytech

Pharmacy Technician: Practice and Procedures provides a comprehensive approach to the training of a Pharmacy Technician. Written for students in career and community colleges, vocational schools, and pharmacy chain training programs, the text focuses on customer service and communication, critical thinking and problem solving, and emphasizes hands-on lab work. Pharmacy Technician: Practice and Procedures enlists technology, comprehensive educational methodologies and a range of resources to help students succeed.

Features
- Customer Service and Communication: The Pharmacy Technician must interact with the public, peers, pharmacists and other professionals. This requires valuable interpersonal and communications skills. In today’s automated and competitive world, the need for genuine customer service is mandatory. At Your Service scenarios in Pharmacy Technician: Practice and Procedures focuses on application of customer service and communication by providing real-life situational information and questions for students to review and practice. Students learn not just how to prepare the medication but to properly communicate with the customers and others.
- Critical Thinking and Problem Solving: Critical thinking and problem solving strategies are included throughout the text. It is not enough to present the information, Pharmacy Technician: Practice and Procedures reinforces the concept of critical thinking through “What should you do?” situational questions. Helping students apply knowledge concepts and determine how to handle situations relative to content is an integral part of the textbook.
- Case Study features open each chapter with a scenario to introduce students to a situation which may occur while working in a pharmacy. They will improve students’ critical-thinking skills and provide discussion opportunities in the classroom.
- Tech Check boxes provide reinforcement of key points in each section of the chapter as well as an immediate check of students’ understanding of content covered.
- Caution boxes draw attention to mistakes that can occur within pharmacy practice.
- The text is well-illustrated and contains forms similar to the authentic forms the Pharmacy Tech will use in the field. This strong visual component enhances the text’s instruction and the student’s grasp of the material.
- The CD-ROM included in each student text provides reinforcement of the text materials, and adds a strong visual element to the package.
- Laboratory Applications Manual provides not only typical workbook-style study questions but also provides laboratory practice sheets for the required skills of the Pharmacy Technician. The Laboratory Applications Manual promotes hands-on training. It corresponds and expands upon the Pharmacy Technician: Practice and Procedures textbook.
- An Online Learning Center provides further resources for both instructors and students.
- A comprehensive Instructor’s Manual provides answers to problems presented in the textbook and Lab Manual. An Instructor CD-ROM includes EZ Test test generator, PowerPoint slides, and interactive classroom games. Instructors will also find resources at the Online Learning Center, and can readily gauge their students’ progress through activities here.
This text has been updated to include the CLSI standards and OSHA regulations. The text is now four-color and includes all new photographs and illustrations. It includes information about customer service and phlebotomy procedures in multiple health care environments or situations in addition to the traditional clinic setting. Emphasis is made on regulatory agencies, standards, and certification. Quality control and reporting/treatment procedures for accidental injuries are addressed in the text. Patient education and troubleshooting techniques are prominent features of the text. The instruction in the text is directly linked to the CD-ROM included in the text to reinforce skills and techniques. The can be used in the classroom as well as independent and distance learning.

New to this edition

- NEW! Text is now 4-color.
- Updated information added about waived office procedures.
- Added information on safety needles.
- The updated Student CD-ROM provides video, audio, and illustrations with interactive exercises to bring the competencies presented in the text to life. Key terms are defined and pronounced correctly. Practicing Law & Ethics, Providing Safety and Infection Control, Patient Education and Communication, and Troubleshooting Activities include critical-thinking questions. There are also drag-and-drop exercises in each chapter to reinforce the student’s knowledge of anatomy, supplies, and equipment discussed in the text. Interactive Questions provide additional review and suggest areas for improvement. The CD-ROM can be used for traditional, hybrid, and distance learning classes. CD has plenty of practice activities with various strips.
- Troubleshooting features identify problems which may arise for the phlebotomist and provide suggested solutions. These help promote critical thinking and prepare students for real life situations.
- Safety and Infection Control features provide tips and techniques to provide safe care to patients and prevent the spread of infection.
- Patient Education and Communication provides suggestions for communicating effectively, both orally and in writing, and provides for patient education related to Phlebotomy.
- Law and Ethics features provide information about HIPAA, legal responsibilities, limitations, and implications, as well as performing duties within established ethical practices.

Features

- The Instructor’s Manual, available on the password-protected OLC, provides an overview of the student text, suggestions for implementing the Interactive Drill, Practice, and Review CD-ROM included with the student text, teaching suggestions, correlation charts, and answer keys. The Instructor’s Manual also includes an Instructor’s Productivity Center CD-ROM which includes PowerPoint presentations and EZ Test test generator.
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