

Medical Assistants Training and Certification: A Bibliography of Resources in the Erwin Library, Wayne Community College



Scope of the Bibliography:

Internet Resources are completely annotated and have been selected in cooperation with the WCC Allied Health Faculty.

Other Databases lists stand-alone databases that include materials relevant to dental assisting and dental hygiene. You may access these databases by clicking on the link in this bibliography. Naturally, these resources are included in the Erwin Library homepage's **WCC Single Search** with a keyword or title search; however, if you still wish to go directly to one of those databases after conducting a search in the **WCC Single Search** discovery service, just click on one of the links listed on the right side of your **Search Results List** screen, under the heading **Select Direct Database Links**.

Books listed as part of the General Collection may be checked out by any Erwin Library registered patron, faculty, staff or student for twenty-one days, with one renewal. Books listed as part of the Reference Collection should be used within the Erwin Library only, and photocopies may be made at fifteen cents a page.

Audiovisuals listed in this bibliography in physical media format (i.e. DVD or VHS copies) are owned by the Erwin Library and may be checked out only by a WCC faculty member for up to a week for use in his or her classroom. Also, the WCC Educational Support and Technology Department may be contacted by the faculty member to make a personal, educational copy of the film, which the faculty member may use in any subsequent class presentations instead of having to repeatedly check out the original video recording.

Many more digital video titles on medical assisting and related topics are available using the **WCC Single Search** discovery service on the Erwin Library webpage. If you wish to access and search via a direct link to any of the library's video streaming databases, a list of **Select Direct Database links** will be found on the right side of your WCC Single **Search Results List** screen. These other digital video resources include the *Films on Demand*, *Nursing Digital Library (Insight Media titles)* and the *Nursing Education in Video (Medcom-Trainex titles)* databases. Only a very small sample of these digital videos is listed in this bibliography.

To search these digital video databases you may use the **Library of Congress Subject Headings** listed in this bibliography as search terms, as well as keywords. The links in these entries are static, or permanent access, URLs, which may also be listed in Moodle class pages. A user outside of the Erwin Library will be prompted to enter his or her Erwin Library card barcode number for access to watch these films. You may click on these links directly, or highlight, copy and paste the URL into your favorite browser or another webpage.

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Journal Articles lists a few selected articles from journals available through Erwin Library databases. Thousands of other full-text articles are available using the **WCC Single Search** discovery service from the Erwin Library homepage. These texts may be printed out in the library, or at home, or even emailed to your account.

Journals (Print) lists journals received in print format in the Erwin Library.

Journals (Online) lists selected journals available online through the **WCC Single Search** discovery service. These online journals and many more periodical titles are available to be browsed and searched from the Erwin Library webpage using the **Publication Title Search** option of the **WCC Single Search** discovery service. The contents of an entire single issue of a journal may be thus browsed or searched, or a topic search made across the entire contents of that periodical's archives.

Even if an article is not indexed by any of our databases, it can be obtained by Interlibrary Loan request made to the Erwin Library, either in-person at the Circulation Desk, by telephone at 919.739.6891, or by submitting an online request from the Interlibrary Loan link on the library's webpage.

Library of Congress Subject Headings may be used in a subject search to search the Erwin Library Online Public Access Catalog (OPAC) for more books. The Library of Congress Subject Headings and National Library of Medicine Subject Terms also make excellent search terms, and may be typed into the search box of any major database with no punctuation, just spaces between the words.

Internet Resources:

Job Description

"Medical Assistants." *U. S. Department of Labor. Bureau of Statistics*. Available online at:
<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Internet Resources

American Association of Medical Assistants. <http://www.aama-ntl.org/index.aspx>

Includes FAQs on Medical Assisting and the CMA (AAMA) "The CMA (AAMA) is considered the gold standard of medical assisting professionalism. The credential represents a medical assistant who has been certified by the Certifying Board of the American Association of Medical Assistants (AAMA)." Also provides archived content, including free access and that provided to members only of the AAMA, as well as individual subscription information for *CMA Today*, "the only publication of its kind dedicated to meeting the educational and informational needs of the practicing medical assistant and, to a lesser extent, the medical assisting educator and student."

Other Databases

A.D.A.M. Interactive Anatomy

<http://cgez.waynecc.edu:2048/login?url=http://www.interactiveanatomy.com/default.aspx?account=NationalLib00NCC&edition=3>

"*A.D.A.M. Interactive Anatomy* online contains the most comprehensive digital database of detailed anatomical images in the world, including illustrated, fully dissectible male and female

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bodies. The database includes point-and-click identification capabilities of over 20,000 anatomical structures and is peer-reviewed by a team of leading anatomists to ensure anatomical accuracy."

Films on Demand

<http://cgez.waynecc.edu:2048/login?url=http://digital.films.com/portalPlaylists.aspx?aid=2048>

Films on Demand offers over 20,00 digital videos from a wide variety of academic and vocational producers within the Films Media Group, "the leading source of high-quality video and multimedia for academic, vocational and life-skills content. Films Media Group serves the education community through its four brands: Films for the Humanities and Sciences, Cambridge Educational, Meridian Education, and Shopware."

Nursing Digital Library

<http://cgez.waynecc.edu:2048/login?url=http://www.insight-media-digital.com/nursinglibrary>

"This searchable digital library ... is a compilation of over 150 individual titles produced for use in nursing education featuring over 120 hours of nursing training videos from a variety of respected producers. New product is added on a regular basis, and all titles are indexed and divided into short segments for easy access to the topics you are most interested in watching. You may seamlessly link segments or entire programs to your Course Management System."

Nursing Education in Video

<http://cgez.waynecc.edu:2048/login?url=http://search.alexanderstreet.com/mcom>

"*Nursing Education in Video* is a unique online collection of videos created specifically for the education and training of nurses, nursing assistants, and other healthcare workers. All of the videos in the collection have been created with the guidance of the Medcom-Trainex advisory board, and are regularly reviewed for accuracy, currency, and compliance with US Federal regulations from agencies such as OSHA and CMS."

Testing and Education Reference Center (TERC)

<http://cgez.waynecc.edu:2048/login?url=http://infotrac.galegroup.com/itweb/gold81941>

The *Testing and Education Reference Center* includes e-books, practice tests, and other materials that will prepare you for exams. To use this resource, follow the link above and then choose *Testing & Education Reference Center*. If you have not visited *TERC* before, you will need to register free as a new user. You will decide on a username and password. After registering, you may view any of the *TERC* materials, and save any practice exam results in your own account.

Books:

Cody, J. P. *Medical Assisting Exam Review: Preparation for the CMA and RMA Exams*. Clifton Park, N.Y.: Delmar, 2011. Call Number: R728.8 .C59 2011 and Reference R728.8 .C59 2011

Cody, J.P. *Comprehensive Medical Assisting Exam Review: Preparation for the CMA, RMA and CMAS Exams*. 3rd ed. Clifton Park, N.Y.: Delmar, 2011. Call Number: Reference R728.8 .C69 2011

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Frazier, Margaret Schell. *Medical Assisting: Foundations and Practices*. Upper Saddle River, N.J.: Pearson, 2010. Call Number: Reference R728.8 .F693 2010

French, Linda L. and Marilyn T. Fordney. *Administrative Medical Assisting*. 7th ed. Clifton Park, N.Y.: Delmar Cengage Learning, 2013. Call Number: R728.8 .F874 2013.

Gilroy, Anne. *Atlas of Anatomy*. 2nd ed. New York: Thieme, 2012. Call Number: QM25 .G55 2012
Gohsman, Robyn.

Medical Assisting Made Incredibly Easy: Law and Ethics. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2009. Call Number: R728.8 .G67 2009

Hebda, Toni. *Handbook of Informatics for Nurses & Healthcare Professionals*. 5th ed. Boston: Pearson, 2013. Call Number: Reference RT50.5 .H43 2013

Judson, Karen, Carlene Harrison and Sharon Hicks. *Law & Ethics for Medical Careers*. 5th ed. Boston: McGraw-Hill Higher Education, 2010. Call Number: Reference R725.5 .J83 2010

Keir, Lucille. *Medical Assisting: Administrative and Clinical Competencies*. 6th ed. Clifton Park, N.Y.: Thomson Delmar Learning, 2008. Call Number: Reference R728.8 .K44 2008

Klieger, Diane M. *Saunders Essentials of Medical Assisting*. 2nd ed. St. Louis, Mo.: Saunders/Elsevier, 2010. Call Number: Reference R728.8 .K55 2010

Lewis, Marcia A. *Medical Law, Ethics, and Bioethics for the Health Professions*. 7th ed. Philadelphia: F.A. Davis, 2012. Call Number: KF3821 .L485 2012

Lindh, Wilburta Q. *Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies*. 5th ed. Clifton Park, N.Y.: Delmar Cengage Learning, 2014. Call Number: R728.8 .T466 2014

Malone, Christine. *Administrative Medical Assisting: Foundations and Practices*. 2nd ed. Boston: Pearson, 2015. Call Number: Reference R728.8 .M278 2015

Marshall, Jacquelyn. *Medical Assisting Made Incredibly Easy: Professionalism*. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2009. Call Number: R728.8 .M317 2009

Nather, David. *The New Health Care System: Everything You Need to Know*. New York: Thomas Dunne Books, 2010. Call Number: KF3605 .A328201 A2 2010

Palko, Tom and Hilda Palko. *Prentice Hall Health Q&A Review for the Medical Assistant*. 7th ed. Upper Saddle River, N.J.: Pearson Prentice Hall, 2006. Call Number: R728.8 .P28 2006

Physicians' Desk Reference. Montvale, N.J.: Thomson PDR, 2015. Call Number: Reference RS75 .P5 2015

Porterfield, Deborah. *Top Careers in Two Years: Health Care, Medicine, and Science*. New York, NY: Ferguson, 2008. Call Number: R690 .P67 2008

Booth, Kathryn A. [et al.]. *Clinical Procedures for Medical Assisting*. 5th ed. New York: McGraw-Hill, 2014. Call Number: R728.8 .C565 2014

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Rice, Jane. *Principles of Pharmacology for Medical Assisting*. 5th ed. Clifton Park: Delmar, 2011. Call Number: Reference RM300 .R534 2011

Sheen, Barbara. *Careers in Health Care*. San Diego: ReferencePoint Press, 2015. Call Number: R690 .S47 2015

Audiovisuals:

Delmar's Skills and Procedures for Medical Assistants. Program 1, Administrative Skills. Clifton Park, N.Y.: Thomson Delmar Learning, 2005. 3 DVDs (ca. 490 min.) Call Number: R728.8 .D45 2005

Delmar's Critical Thinking for Medical Assistants. Independence, Ky.: Thomson Delmar Learning, 2005. 1 DVD. Call Number: R728.8 .C934 2005

Medical Assistant. Meridian Education Corporation, 2007. *Films on Demand*. Web. 22 May 2014.

Video permalink:

<http://cgez.waynecc.edu:2048/login?url=http://digital.films.com/PortalPlaylists.aspx?aid=2048&xtid=36109>

Professionalism for Medical Assistants. Medcom, 2013. *Nursing Education in Video*. Web. 16 July 2014.

Video permalink:

<http://cgez.waynecc.edu:2048/login?url=http://search.alexanderstreet.com/view/work/2284641>

The Security Rule, in HIPAA for Healthcare Workers. Medcom, 2010. *Nursing Education in Video*. Web. 16 July 2014.

Video permalink:

<http://cgez.waynecc.edu:2048/login?url=http://search.alexanderstreet.com/view/work/1794067>

Journal Articles:

Brinchmann, Berit S., et al. "Working Behind the Scenes' an Ethical View of Mental Health Nursing and First-Episode Psychosis." *Nursing Ethics* 20.5 (2013): 517-527. *Academic Search Complete*. Web. 26 Jan. 2015.

Article Permalink:

<http://cgez.waynecc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=c8h&AN=2012210423&site=eds-live>

McCarty, Michael, N. "The Lawful Scope of Practice of Medical Assistants—2012 Update." *AMT Events* 29.2 (2012): 110-119. *CINAHL with Full Text*. Web. 26 Jan. 2015.

Article Permalink:

<http://cgez.waynecc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=c8h&AN=2011601368&site=eds-live>

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Plaut, David, and Tammy Taylor. "Article #1: Guidelines to Communicating With Your Elderly Patients... A New Series for Medical Assistants." *AMT Events* 29.1 (2012): 10-11. *CINAHL with Full Text*. Web. 26 Jan. 2015.

Article Permalink:

<http://cgez.waynecc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=c8h&AN=2011514563&site=ehost-live>

Pozzar, Rachel, Kelly Stamp, and Nancy A. Allen. "Using Focus Groups to Inform Innovative Approaches to Care." *American Journal Of Nursing* 113.8 (2013): 48-53. *CINAHL with Full Text*. Web. 26 Jan. 2015.

Article Permalink:

<http://cgez.waynecc.edu:2048/login?url=http://ovidsp.ovid.com/ovidweb.cgi?T=JS&CSC=Y&NEWS=N&PAGE=fulltext&AN=00000446-201308000-00025&LSLINK=80&D=ovft>

Journals (Print):

CMA Today

Journals (Online):

AJN: American Journal of Nursing

Permalink to browse all issues: 1996 to present

<http://cgez.waynecc.edu:2048/login?url=http://ovidsp.ovid.com/ovidweb.cgi?T=JS&CSC=Y&NEWS=N&PAGE=fulltext&D=ovfto&AN=00000446-201309000-00017>

AMT Events

Permalink to browse all issues: 2004 to present

<http://cgez.waynecc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=c8h&jid=IKB&site=ehost-live>

Nursing Ethics: An International Journal for Health Care Professionals

Permalink to browse all issues: 1997 to present

<http://cgez.waynecc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=edspub&AN=edp53036&site=pfli-live>

Library of Congress & National Library of Medicine Subject Headings:

Allied Health Personnel

Clinical Medicine. Examination Questions

Legislation, Medical

Medical assistants

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Medical assistants. Examinations, questions, etc.

Medical assistants. Legal status, laws, etc.

Medical assistants. Licenses. United States. Examinations. Study guides

Medical assistants. Professional ethics

Medical ethics

Medical jurisprudence

Medical offices. Management

Medicine. Examination Questions

Physicians' assistants. Examinations, questions, etc.

Physicians' assistants. Licenses. United States. Examinations. Study guides

