

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

## Background on the Career of Medical Assistant:

“Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. They should not be confused with physician assistants, who examine, diagnose, and treat patients under the direct supervision of a physician.

The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner’s specialty. In small practices, medical assistants usually are generalists, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Medical assistants perform many administrative duties, including answering telephones, greeting patients, updating and filing patients’ medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties vary according to State law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings.

Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.”

From *U. S. Department of Labor. Bureau of Statistics*. “Medical Assistants.” Available online at: <http://www.bls.gov/oco/ocos164.htm> from homepage at: <http://www.bls.gov/> [See **Internet Resources** below]

## Scope of the Bibliography:

Books listed as part of the General Collection may be checked out by any WCC Library registered patron, faculty, staff, or student for twenty-one days, with one renewal.

Books with call number prefixes that designate them as part of the REFERENCE Collection may only be used within the WCC Library, and photocopies may be made at fifteen cents a page.

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All Audiovisuals are owned by the WCC Library, and may be checked out by WCC faculty for up to a week to be used in the classroom. A faculty member may also have a free educational copy made of the audiovisual in the WCC Educational Support Technology Department (Media) for unlimited classroom use, thereby leaving the master copy in the WCC Library stacks.

Periodicals and Articles only list a fraction of the journal resources available to on-site and remote users of the WCC Library. The [NCLIVE](#) database is an aggregate database of both popular and peer-reviewed scholarly journals, many offered full-text, with several separate databases devoted to publications in health service fields. Free access to [NCLIVE](#) is acquired by registering with the WCC Library and being given the password to use off-campus. Even if an article is not indexed by any of the [NCLIVE](#) databases, it may be obtained by Interlibrary Loan request made to the WCC Library, either in-person at the Circulation Desk, by telephone at 919.735.5151, ext 293, or by submitting an online request from the [Interlibrary Loan \(ILL\) request form for ARTICLE](#) link on the library's homepage.

Also, the contents of entire, single issues of periodicals not currently held in the WCC Library may be searched on the [NCLIVE](#) database. From the [NCLIVE](#) home page, choose the link "Use our journal and magazine search feature." In the subsequent search box enter the title of the magazine or journal title desired, and click the Search button. The resulting "Search within the publication" screen will list all issues of the periodical indexed by [NCLIVE](#), beginning with the most current year. Clicking on a desired year, then issue date within that year, will return a summary list of all articles in the order they appeared in the original issue.

Library of Congress & National Library of Medicine Subject Terms may be used in a subject search to search the [WCC Library Online Public Access Catalog](#) (OPAC) for books, or for journal articles in any other relevant database such as Health Source in the aggregate database [NCLIVE](#). Any of the Library of Congress & National Library of Medicine Subject Terms may be typed into a search box with no punctuation, just spaces between the words.

**Books:**

Becklin, Karonne J. and Edith M. Sunnarborg. *Medical Office Procedures*. 4th ed. New York, N.Y.: Glencoe, 1999. Call Number: General Collection R728.8 .B4 1999

Cody, J. P. and Cathy Kelley Arney. *Thomson Delmar Learning's Medical Assisting Exam*. 2nd ed Albany: Delmar Publishers, 2006. Call Number: General Collection R728.8 .C59 2006

*Encyclopedia & Dictionary of Medicine, Nursing, and Allied Health*. 7<sup>th</sup> ed. Philadelphia: Saunders, 2003. Call Number: REFERENCE R121 .M65 2003b

Fordney, Marilyn Takahashi, Linda L. French and Joan Johnson. *Administrative Medical Assisting*. 5th ed. Clifton Park, N.Y.: Thomson/Delmar Learning, 2004. Call Number: General Collection R728.8 .F64 2004b

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- Hebda, Toni, Patricia Czar and Cynthia Mascara. *Handbook of Informatics for Nurses and Health Professionals*. 3<sup>rd</sup> ed. Upper Saddle River, N.J.: Pearson Prentice Hall, 2005. Call Number: REFERENCE RT50.5 .H43 2005
- Houser, Helen J. and Janet R. Sesser. *Lippincott Williams & Wilkins's Medical Assisting Exam review for CMA and RMA Certification*. Philadelphia: Lippincott Williams & Wilkins, 2005. Call Number: General Collection R728.8 .H68 2005
- Judson, Karen, Carlene Harrison and Sharon Hicks. *Law & ethics for medical careers*. 4th ed. New York: McGraw-Hill, 2006. Call Number: REFERENCE R725.5 .J83 2006
- Lindh, Wilburta Q. [et al.]. *Thomson Delmar Learning's Comprehensive Medical Assisting: Administrative and Clinical Competencies*. 3<sup>rd</sup> ed. Clifton Park, N.Y.: Thomson Delmar Learning, 2006. Call Number: General Collection R728.8 .T466 2006
- Molle, Elizabeth A. [et al.]. *Lippincott Williams and Wilkins' Comprehensive Medical Assisting*. 2nd ed. Philadelphia: Lippincott Williams & Wilkins, 2005. Call Number: REFERENCE R728.8 .H66 2005
- Moss, Edna J. *Basic Keyboarding for the Medical Office Assistant*. 2nd ed. Albany, N.Y.: Delmar Publishers, 1999. Call Number: R728.8 .M677 1999
- 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: General Collection R728.8 .P28 2006
- Physicians' desk reference: PDR*. 62<sup>nd</sup> ed. Montvale, N.J.: Thomson PDR, 2008. Call Number: REFERENCE RS75 .P578 2008
- Prickett-Ramutkowski, Barbara [et al.]. *Medical Assisting: Administrative and Clinical Competencies*. 2<sup>nd</sup> ed. Dubuque, Iowa: McGraw-Hill Higher Education, 2004. Call Number: General Collection R728.8 .M4 2005
- Ramutkowski, Barbara [et al.]. *Clinical Procedures for Medical Assisting*. Updated version of the 2<sup>nd</sup> ed. Boston: McGraw-Hill Higher Education, 2005. Call Number: General Collection R728.8 .C565 2005b.
- Rice, Jane. *Principles of Pharmacology for Medical Assisting*. 4<sup>th</sup> ed. Clifton Park, N.Y.: Thomson Delmar Learning, 2006. Call Number: General Collection RM300 .R533 2006
- Simmers, Louise. *Diversified Health Occupations*. 6<sup>th</sup> ed. Clifton Park, N.J.: Thomson/Delmar Learning, 2004. Call Number: General Collection R697 .A4 S5 2004

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**Periodicals:**

*CMA today*. Chicago, Ill.: American Association of Medical Assistants. Call Number: Issues for current year shelved alphabetically in Newspapers and Periodicals section in WCC Library

**Articles:**

“Solution to Nursing Shortage Lies In Cultivating Talents of Minorities and Men, Say UCSF Researchers.” *Ascribe Newswire: Health*. 3/27/2001, p. 8-10. Retrieved on 10/11/2007 from the *NCLIVE Health Source Consumer Edition* database.

ABSTRACT: “The article focuses on the efforts of the nurses of the American Nurses Association (ANA) in providing care for Gulf Coast population in the aftermath of Hurricane Katrina. ANA's response focused mainly on communicating the needs of the certified *medical assistants* through its web site and other avenues, information for nurses who wanted to volunteer, and supporting specific recruitment efforts. ANA provided preliminary assistance in recruiting resident nurses to staff the U.S. Naval ship. It worked in unison with the U.S. Department of Health and Human Services.”

Nash, Karen. “Writing on the wall: Nurses needed.” *Dermatology Times*. Jan 2002, Vol. 23 Issue 1, p 8-10. Retrieved on 10/11/2007 from the *NCLIVE Health Source Consumer Edition* database.

ABSTRACT: “Reports on the impact of the shortage of nurses on dermatology practice in the United States. Comparison of the nature of nursing work in a dermatologic setting versus hospital setting; Effort of some dermatologists to take care of their nursing staff; Use of medical assistants in lieu of nurses by some dermatologists.”

“Increasing Immunization Coverage.” *Pediatrics*. Oct. 2003, Vol. 112, Issue 4, p. 993-996. Retrieved on 10/11/2007 from the *NCLIVE Health Source Consumer Edition* database.

ABSTRACT: “Despite many recent advances in vaccine delivery, the goal for universal immunization set in 1977 has not been reached. In 2001, only 77.2% of US toddlers 19 to 35 months of age had received their basic immunization series of 4 doses of diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine, 3 doses of inactivated poliovirus vaccine, 1 dose of measles-mumps-rubella (MMR) vaccine, and 3 doses of Haemophilus influenzae type b (Hib) vaccine. Children who are members of a racial or ethnic minority, who are poor, or who live in inner-city or rural areas have lower immunization rates than do children in the general population. Additional challenges to vaccine delivery include the introduction of new childhood vaccines, ensuring a dependable supply of vaccines, bolstering public confidence in vaccine safety, and sufficient compensation for vaccine administration. Recent research has demonstrated specific and practical changes physicians can make to improve their practices' effectiveness in immunizing children, including the following: 1) sending parent reminders for upcoming visits and recall notices; 2) using prompts during all

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office visits to remind parents and staff about immunizations needed at that visit; 3) repeatedly measuring practice-wide immunization rates over time as part of a quality improvement effort; and 4) having in place standing orders for registered nurses, physician assistants, and medical assistants to identify opportunities to administer vaccines. Pediatricians should work individually and collectively at local and national levels to ensure that all children receive all childhood immunizations on time. Pediatricians also can proactively communicate with parents to ensure they understand the overall safety and efficacy of vaccines.”

**Audiovisuals:**

*Delmar's Skills and Procedures for Medical Assistants. Program 1, Administrative skills.* Clifton Park, N.Y.: Thomson Delmar Learning, 2005. 1 DVD (35 min., 30 sec.) Call Number: R728.8 .D45 2005

*Thomson Delmar Learning's Critical thinking for Medical Assistants.* Independence, Ky.: Thomson Delmar Learning, 2005. 1 DVD (ca. 120 min.) Call Number: R 728.8 .T466 G758 2005

**Library of Congress & National Library of Medicine Subject Terms:**

Allied Health Personnel. Programmed Instruction.

Clinical Medicine. Examination Questions.

Ethics, Medical. Programmed Instruction.

Legislation, Medical. Programmed Instruction.

Medical assistants.

Medical assistants. Examinations, questions, etc.

Medical assistants. Legal status, laws, etc.

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

Medical assistants. Professional ethics.

Medical assistants. Training of.

Medical ethics.

Medical jurisprudence.

Medical office. Management. Examinations, questions, etc.

Medical offices. Management.

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Medical Secretaries.

Medical secretaries. Training of.

Medicine. Examination Questions.

Office Management.

Physicians' assistants. Examinations, questions, etc.

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

Practice Management, Medical. Examination Questions.