

## **Additional Study Resources**

### **Certified Billing and Coding Specialist (CBCS)**

- Michelle Green, *Understanding Health Insurance: A Guide to Billing and Reimbursement* (Cengage, 12th ed. 2015).
- Marilyn T. Fordney, *Insurance Handbook for the Medical Office* (Saunders, 13th ed. 2013).
- Alexander Patricia Adams, *Kinn's The Administrative Medical Assistant: An Applied Learning Approach* (Saunders 8th 2013).
- Carol J. Buck, *Step-by-Step Medical Coding* (Saunders 2015 ed.).
- Anne Castro, *Principles of Healthcare Reimbursement* (AHIMA Press, 4th ed. 2013).
- Nanette B. Sayles, *Health Information Management Technology: An Applied Approach* (AHIMA Press, 4th ed. 2013).
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### **Certified Medical Administrative Assistant (CMAA)**

- Alexander Patricia Adams, *Kinn's The Administrative Medical Assistant: An Applied Learning Approach* (Saunders 8th 2013).
- Carol J. Buck, *Step-by-Step Medical Coding* (Saunders 2015 ed.).
- Michelle Green, *Understanding Health Insurance: A Guide to Billing and Reimbursement* (Cengage, 12th ed. 2015).
- Anne Castro, *Principles of Healthcare Reimbursement* (AHIMA Press, 4th ed. 2013).

### **Certified Clinical Medical Assistant (CCMA)**

- Deborah B. Proctor & Alexander Patricia Adams, *Kinn's The Medical Administrative Assistant: An Applied Learning Approach* (Saunders 12th 2013).
- Kathryn Booth, Leesa Whicker & Terri Wyman, *Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology* (McGraw-Hill 5th ed. 2013).
- Brenda M. Beasley, *Understanding EKG's: A Practical Approach* (Prentice Hall 4th ed. 2013).
- Dianna Graza & Kathleen Becan-McBride, *Phlebotomy Handbook* (Prentice Hall 9th ed. 2014).

### **Certified EKG Technician (CET)**

- Kathryn A. Booth & Thomas E. O'Brien, *Electrocardiography for Healthcare Professionals* (McGraw-Hill 3rd ed. 2011).
- Brenda M. Beasley, *Understanding EKG's: A Practical Approach* (Prentice Hall 4th ed. 2013).

### **Certified Phlebotomy Technician (CPT)**

- Dianna Graza & Kathleen Becan-McBride, *Phlebotomy Handbook* (Prentice Hall 9th ed. 2014).
- Jahangir Moini, *Phlebotomy: Principles and Practice* (Jones & Bartlett Learning 2012).

### **Certified Pharmacy Technician (CPhT/ExCPT)**

- Mike Johnston, *The Pharmacy Technician: Foundations and Practice* (Prentice Hall 2nd 2013).
- Zachary I. Hanan & Jane M. Durgin, *Pharmacy Practice for Technicians* (Cengage 5th ed. 2015).

## **Medical Terminology**

- Davi-Ellen Chabner, *The Language of Medicine*, (Saunders 10th ed. 2013).