

WorkForce Training Solutions dba **Cambridge Junior College**

Student Book & Materials List: *Medical Office Receptionist*

Student Name:

Start Date:

Courses	Text	ISBN	Publisher	CJC Price	Last 3 copyright dates	Price at nearby outlets*	Other formats available	Student Initials	Date Received
M204	CPR AED for Professional Rescuer participants manual	978-1584803041	Staywell	\$15	2006, N/A	\$22.50	none		
MCS201	The Essence of Caring	None	Service Quality Institute	\$21	2007, N/A	Not available	none		
PROF110	Your Attitude is Showing (12 th ed.)	0-13-242904-7	Pearson	\$66.50	2008, 2006, 2002	\$65.44	ebook		
M222, M220, M210, M204, MER220, M240, M225	Mosby's Dictionary (8 th ed.)	9780323049375	Elsevier	\$46	2009, 2005, 2002	\$37.38	ebook		
M222, M220, M210, M204, MER220, M240, M225	Mosby's Dental Dictionary (2 nd ed.)	9780323049634	Elsevier	\$42	2007, 2005, N/A	\$44.06	ebook		
M222	Anatomy of the Head and Neck (3 rd ed.)	9781416034032	Elsevier	\$81	2006,2001 1997	\$59.65	ebook		
M220	Body Structures & Functions	9781428304192	Cengage	\$87	2009, 2004, 1998	\$105.98	none		
M225, M240	Computers in the Medical Office	0073401994	McGraw-Hill	\$115	2009, 2007, 2005	\$113.56	ebook		
MER220	Electronic Health Records (2 nd edition)	0073374008	McGraw-Hill	\$62	2011, 2009	\$52.35	ebook		
M240	Medical Insurance Workbook (4 th Ed.)	9780077238100	McGraw-Hill	\$30	2008, NA	\$31.27	none		
PROF115	Professionalism in Health Care (3 rd Ed.)	0135153875	Pearson	\$39	2009	\$46.80	none		
M240	Medical Insurance (4 th ed.)	0073402036	McGraw-Hill	\$96	2010,2008 , 2005	\$95.11	ebook		
M225, M240	Medical Office Procedures	0073201081	McGraw-Hill	\$94	2012,2006 , 2003	\$73.87	none		
M210	Introduction to Medical Terminology	0073022616	McGraw-Hill	\$81	2005, N/A	\$77.29	ebook		
M240	Medical Insurance Coding Workbook 2009/2010 Ed.	978-0-07-340204-8	McGraw-Hill	\$57	2010, 2009	\$69.33	none		

Information on content revisions can be requested in the Director of Education's office

*Based on www.barnesandnoble.com

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