

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	Students Initials	Date Received
M204	BLS – Basic Life Support (Provider Manual)	9781616694074	American Heart Association	\$18	2016, 2011	\$17.75	none		
MCS210	Feelings in Healthcare	None	Service Quality Institute	\$22	2007, N/A	Not available	none		
PROF110	Your Attitude is Showing A Primer of Human Relations, 12 <sup>th</sup> Edition	9780132429047	Pearson Prentice Hall	\$85	2008, 2006, 2002	\$98.95	ebook		
M222	Head, Neck and Dental Anatomy - 4 <sup>th</sup> Edition	9781111306786	Delmar, Cengage Learning	\$133	2013, 2012, 2007	\$126.83	none		
M220	Body Structures & Functions 13 <sup>th</sup> Edition	9781305511422	Delmar, Cengage Learning	\$87	2016, 2014, 2009	\$95.33	none		
MER220	Exploring Electronic Health Records with Course Navigator	9780763857295	Paradigm Publishing	\$92	N/A	\$107.91	ebook		
M240	A Guide to Health Insurance Billing (w/access card)	9781285193595	McGraw-Hill	\$146	2013, 2012, 2010	\$138.20	none		
M238	Intensive Records Management—5 <sup>th</sup> Edition	9780538729734	South-Western Cengage Learning	\$131	2007	\$150.45	none		
PROF115	Professionalism in Health Care--A Primer for Career Success—4 <sup>th</sup> Edition	9780132840101	Pearson Prentice Hall	\$62	2009	\$65.62	none		
MJS 201, M225, M240	Medical Office Procedures 8 <sup>th</sup> Edition	9780077862039	McGraw-Hill	\$134	2014, 2012, 2006	\$111.43	none		
M210	Medical Terminology-Language for Healthcare (3 <sup>rd</sup> Edition)	9780077302344	McGraw-Hill	\$105	2010, 2006, 2002	\$126.00	ebook		
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Information on content revisions can be requested in the Director of Education's office

\*Based on [www.barnesandnoble.com](http://www.barnesandnoble.com)

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