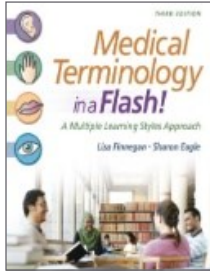
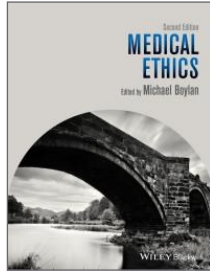


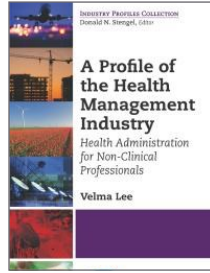
## E-BOOKS Click on titles



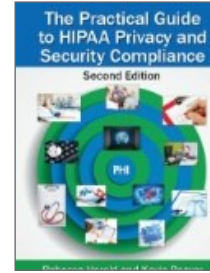
Medical Terminology in a Flash



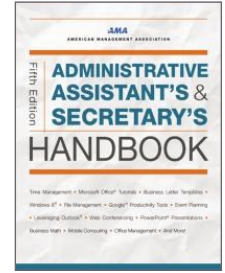
Medical Ethics



A Profile of the Health Management Industry



Practical Guide to HIPAA Privacy & Security Compliance

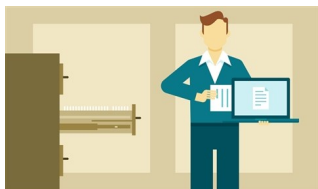


Administrative Assistant's and Secretary's Handbook

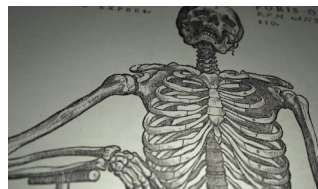
## SUGGESTED KEYWORDS

- |                         |                               |                             |
|-------------------------|-------------------------------|-----------------------------|
| Accounting              | Communication skills          | Healthcare documentation    |
| Allied health personnel | Cultural awareness            | Interpersonal communication |
| Bookkeeping             | Customer service              | Medical terminology         |
| Business etiquette      | Health information management | Office procedures           |
| Business writing        | HIPAA                         | Professional ethics         |

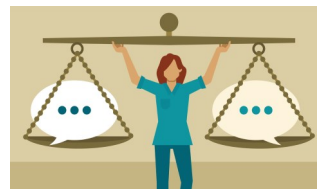
## STREAMING VIDEOS



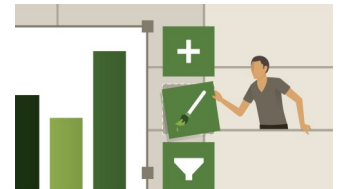
Business Etiquette: Phone, Email, and Text



Anatomy: Functional Body Systems



Communicating with Diplomacy and Tact



Excel Tips and Tricks

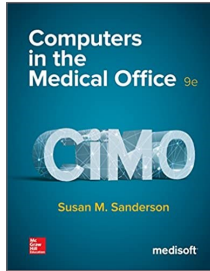
## DATABASES

- Alt HealthWatch
- CINAHL with Full Text
- eBook Central
- EBSCO eBook Collection
- Films on Demand
- Gale Virtual Reference Library
- Health Reference eBooks
- Health Source: Nursing/Academic
- LinkedIn Learning
- ProQuest Nursing & Allied Health
- Academic Search Premier
- Business Source Premier

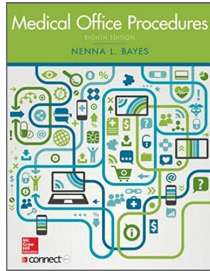
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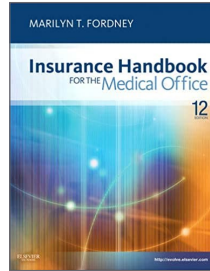
## BOOKS (PRINT)



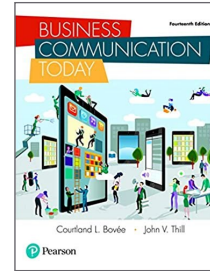
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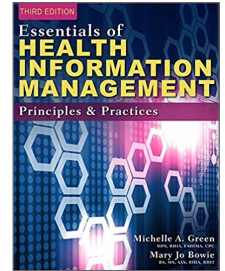
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616.00148 F759i



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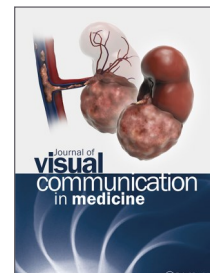
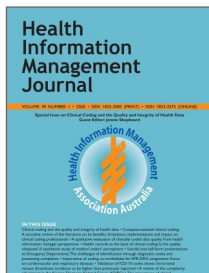
## SHELF NUMBERS

174.2 Ethics—medical & health professions  
 610.14 Medical terminology  
 610.285 Information technology—healthcare  
 611 Anatomy  
 615 Pharmacology  
 616.0012 Medical coding  
 651 Office services

652  
 658.45

Written communication  
 Business communication

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