

Required Textbooks - all books can be found at LSC-Tomball bookstore or through www.efollett.com; some books may be bundled together:

HITT 1305 – Medical Terminology

Medical Terminology: A Living Language 4th edition by Fremgen and Frucht, published by Prentice Hall ISBN: 0-13-158998-9

HPRS 2321 – Medical Law & Ethics

Law and Ethics for Medical Careers 4th Edition. Author: Judson and Hicks, ISBN: 0073022632

HPRS 2332 – Healthcare Communications

Therapeutic Communications for Health Care, 3rd edition by: Carol Tamparo and Wilburta Q. Lindh; Published by Delmar Thompson; ISBN 1418032646

POFM 1300 – Medical Coding Basics

Access to a computer with a word processing program and the Internet.

Step-by-Step Medical Coding 2008 edition, by Carol J. Buck ISBN 978-1-4160-4567-0

Workbook for Step-by-Step Medical Coding 2008, by Carol J. Buck ISBN 978-1-4160-4568-7

ICD-9-CM Volumes 1, 2, & 3 and HCPCS 2009 edition – Must contain the HCPCS version

CPT 2009 Standard edition (2010 edition can be used if available)

POFM 1302 – Medical Software Applications

Computers in the Medical Office – 6th edition by: Susan M. Sanderson

Medisoft version 14 student edition - must be installed for class.

POFM 1309 – Medical Office Procedures

Administrative Medical Assisting – 6th Edition. Author: Fordney, French, Follis. Published by Thompson Delmar (ISBN: 1418064114)

Workbook to Accompany Administrative Medical Assisting. 6th Edition. Author: Fordney, French, Follis. Published by Thompson Delmar (ISBN: 1418064122)

POFM 1327 – Medical Insurance

Medical Insurance: An Integrated Claims Process Approach. Third Edition. Author: Valerius, Bayes, Newby (ISBN: 978-0-07-352191-6) (Forth edition may be available ISBN 978-0-07-340203-1)

Online classes - You will also need a Lone Star College library card so you can access the online databases from home (See WebCT classroom site for more information) or have access to the current edition of the CPT and ICD-9 books.

POFM 2333 – Medical Document Production

Medical Office Practice 7th Edition, by Phillip Atkinson and Diane R. Miller – ISBN 1-4018-1398-4