

## Medical Office Management Resources

Information on medical office management can be found in a variety of resources. This guide is designed to help point you in the right direction by providing a starting point for your research. Remember to always ask a librarian when you need assistance.

### Reference Sources

The Q - R section of the Reference collection contains medical resources that pertain to human anatomy, medical terminology and medical billing.

Human Anatomy	REF QM23.2 .M348 2005
Medical Billing Handbook	REF R728.5 .S35 2005
Mosby's Medical Dictionary	REF R121 .M89 2002b
Steadman's Medical Dictionary	REF R121 S8 2000

### Databases

You can always access one of the databases available to you via the library's homepage at <http://library.cw.edu> or by clicking on the library icon on any on-campus computer desktop. The databases can also be accessed from the CW Portal at <http://portal.cw.edu> and then clicking on the CW Library link.

Try the following databases to find articles relating to medical office management:

#### **EBSCO/Health Source: Nursing/Academic Edition**

This database provides more than 550 scholarly full text journals focusing on many medical disciplines. Also features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

#### **EBSCO/Clinical Pharmacology**

Clinical Pharmacology provides access up-to-date, concise and clinically-relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products and new and investigational drugs.

#### **EBSCO/MEDLINE**

*MEDLINE* provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, *MEDLINE* allows users to search abstracts from over 4,600 current biomedical journals.

#### **EBSCO/Health Source - Consumer Edition**

This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health.

#### **ProQuest (American Medical Association)**

Includes full-text and citations of general and specialty medical publications. This database provides information on a variety of subjects relating to the medical field.

## **Internet Resources**

There are numerous medical office management websites on the Internet. You should always check the source that is providing the information to ensure that it is valid and reliable. Here is a section of reputable sources that can start you on your way.

### **Centers for Medicare and Medicaid Services (CMS) - HIPAA**

<http://www.cms.hhs.gov/hipaa/hipaa2>

Provides information on the Health Insurance Portability and Accountability Act (HIPAA) and its relation to medical offices, management and administration.

### **American Health Information Management Association**

[www.ahima.org](http://www.ahima.org)

AHIMA provides medical billing codes, practice tools, information on government policies and more to its members in the health information management field.

### **Association for Healthcare Resources and Materials Management**

[www.ahrmm.org](http://www.ahrmm.org)

Association that seeks to provide healthcare resources and materials to the healthcare management profession.

### **Health Occupations Students of America**

[www.hosa.org](http://www.hosa.org)

Health occupations student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.

## **Additional Resources**

### **Books**

Brief Atlas of the Human Body	QM25 .H88 2003
Managing information: the challenge and the opportunity	HF 5548.2 .D512 1985
Medical Office Coding	RB115 .A94 2006
Medical Terminology with Human Anatomy	R123 .R523 2005
The office: procedures and technology	HF 5548.O56 1993
Unlocking Medical Terminology	R123 .W53 2006
Work with me!	HF 5547.5 .L36 1990

### **Periodicals**

Journal of Communication  
Medical Office Billing and Collections Alert  
Office Solutions  
Smart Computing  
Workforce

**Always remember to ask a librarian for assistance. We are here to help.**