

HEALTH CAREERS COURSEWARE 2020



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We're changing the status quo in education to better meet the needs of today's learners.

At Paradigm, we specialize in providing educational technology that is flexible, adaptive, and personalized—giving students the power to learn anytime, anywhere, from PCs, Macs, and Chromebooks.

With a focus on contextualized, competency-based learning, we prepare traditional and post-traditional students to achieve the requisite digital literacy skills and career knowledge needed to enter the workforce, reskill, upskill, and succeed as professionals.



Elevating student success and instructor efficiency



Cirrus is a new, cloud-based learning environment that seamlessly delivers complete course content for our *Pharmacy Technician Series*, *Exploring Electronic Health Records*, and *Medical Terminology* courseware.

With Cirrus, students and instructors can access everything they need—anytime, anywhere—from PCs, Macs, and Chromebooks.

Cirrus also integrates seamlessly with LTI-supported learning management systems. This integration gives instructors flexibility to administer their course through our Cirrus learning environment or their preferred LMS, including Canvas, Blackboard, D2L, and Moodle.

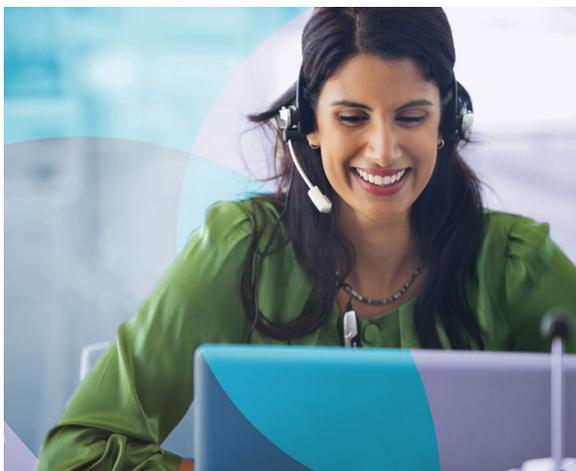
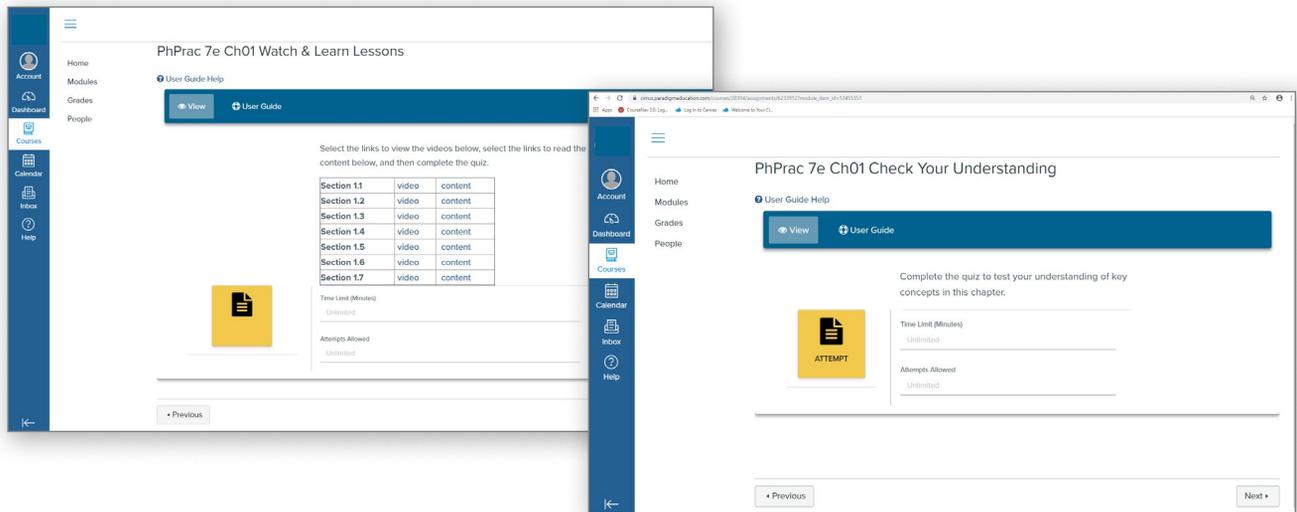
Request a demo at ParadigmEducation.com/2020-Health-Careers.

Cirrus strengthens student understanding.

Cirrus provides interactive, independent learning experiences, including:

- self assessment quizzes
- apply the skills activities
- flash cards
- practice tests
- exams

New Watch and Learn Lessons include video and text to help students clearly comprehend concepts or develop skills.



Cirrus includes white-glove technical support and onboarding preparation.

We provide all Cirrus users with unparalleled technical support, plus onboarding preparation before classes begin. We are there for every adoption to ensure students and instructors receive exceptional support and rapid response throughout their entire Cirrus experience.

Available August 2020



NEW! Pharmacy Practice for Technicians, Seventh Edition

Skye A. McKennon, PharmD, BCPS, and
Robert J. Anderson, PharmD
© 2021 | 822 pages

Students receive comprehensive instruction on pharmacy technician practice along with coverage of business operations in a community pharmacy, professionalism and ethics in the workplace, and pharmacy technician careers. They will gain insight on healthcare reform, pharmacology, e-prescribing, informatics, pharmacy automation systems, medication safety initiatives, innovative drug delivery systems, and medication therapy management services.

View order information on p. 27.

Key Features

- Alignment with the updated *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- New information on point-of-care testing
- Easy-to-follow pharmacy calculations and alligation examples
- Updated information on new drugs
- **Cirrus** access to self-assessment opportunities, Watch and Learn Lessons, activities, quizzes, exams, and comprehensive instructor resources

Contents

Unit 1. Principles of Pharmacy Practice

1. The Profession of Pharmacy
2. Pharmacy Law, Regulations, and Standards
3. Drug and Supplement Development

Unit 2. Introduction to Pharmacy Skills

4. Introducing Pharmacology
5. Routes of Drug Administration and Dosage Formulations
6. Pharmacy Measurements and Calculations

Unit 3. Community Pharmacy Practice

7. Community Pharmacy Dispensing
8. Prescription Drug Insurance in Health Care

9. The Business of Community Pharmacy

10. Extemporaneous, Nonsterile Compounding

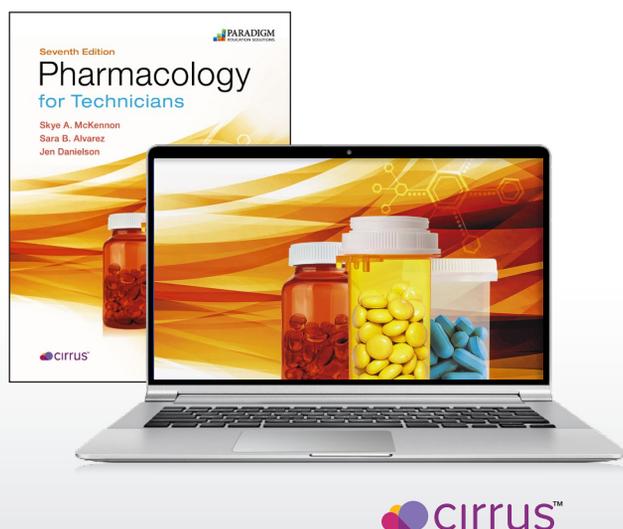
Unit 4. Institutional Pharmacy Practice

11. Hospital Pharmacy Dispensing
12. Infection Control, Aseptic Technique, and Cleanroom Facilities
13. Sterile and Hazardous Compounding

Unit 5. Professionalism in the Pharmacy

14. Medication Safety
15. Professional Performance, Communications, and Ethics
16. Your Future in Pharmacy

Available December 2020



NEW! Pharmacology for Technicians, Seventh Edition

Skye A. McKennon, PharmD, BCPS; Sara B. Alvarez, PharmD, MS, BCPS; and Jen Danielson, PharmD, MBA, CDE

© 2021 | 800 pages

Designed specifically for pharmacy technicians, this program provides students with the key concepts and pharmacology information required to succeed in the pharmacy. Students will develop an understanding of drug classes and the mechanisms of action for many drugs. They will also gain insight into why certain drugs are prescribed for particular disease states and obtain instruction for making informed, intelligent decisions when dispensing drugs.

View order information on p. 27.

New to the Seventh Edition

- Alignment with the updated *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- Updated organization and new chapter presenting pharmacology-specific study skills
- **Cirrus** access to self-assessment opportunities, Watch and Learn Lessons, activities, quizzes, exams, and comprehensive instructor resources

Contents

Unit 1. Introduction to Pharmacology

1. Introduction to Pharmacology and Medications in the Body
2. Pharmaceutical Development
3. Pharmacology Study for the Pharmacy Technician
4. Medication Safety and Prescription Orders

Unit 2. Body Systems and Corresponding Drug Therapies

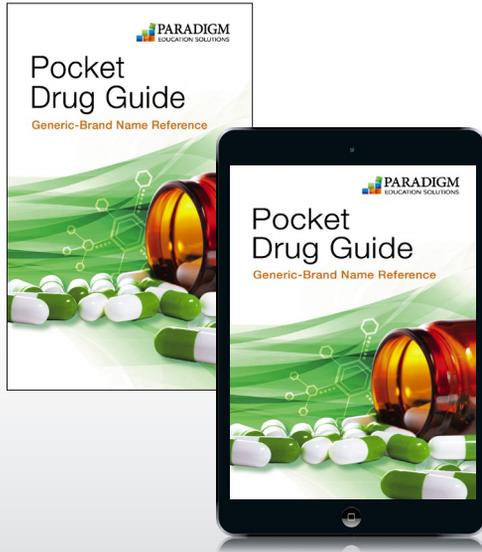
5. The Integumentary System and Drug Therapy
6. The Musculoskeletal System and Drug Therapy
7. The Nervous System (General) and Drug Therapy
8. The Nervous System (Psychiatric and Mood Disorders) and Drug Therapy
9. The Sensory System and Drug Therapy

10. The Cardiovascular System and Drug Therapy
11. The Respiratory System and Drug Therapy
12. The Gastrointestinal System and Drug Therapy
13. The Endocrine System and Drug Therapy
14. The Reproductive System and Drug Therapy
15. The Renal System and Drug Therapy

Unit 3. Pharmacology and Multisystems

16. The Immune System (Infectious Disease) and Drug Therapy
17. The Immune System (Acquired Immunity and Autoimmune Disorders) and Drug Therapy
18. Pain and Anesthesia and Drug Therapy
19. Nutrition, Fluids, and Electrolytes and Drug Therapy
20. Cancer and Drug Therapy

Available 2021



NEW! Pocket Drug Guide

© 2022 | 98 pages

Available as a pocket-sized booklet or as an eBook, this study tool provides students with quick and convenient access to drug names and includes more than 1,000 generic names and 1,200 equivalent brand names. The drugs listed in this guide correspond to those discussed and tabulated in *Pharmacology for Technicians, Seventh Edition* (see p. 5).

View order information on p. 27.

Key Features

- Size that fits into the pockets of students' lab coats, which allows for easy reference during academic coursework or the externship experience
- Identification of the 200 most commonly prescribed drugs

Contents

- Part I: Generic-to-Brand Drug Names
- Part II: Brand-to-Generic Drug Names

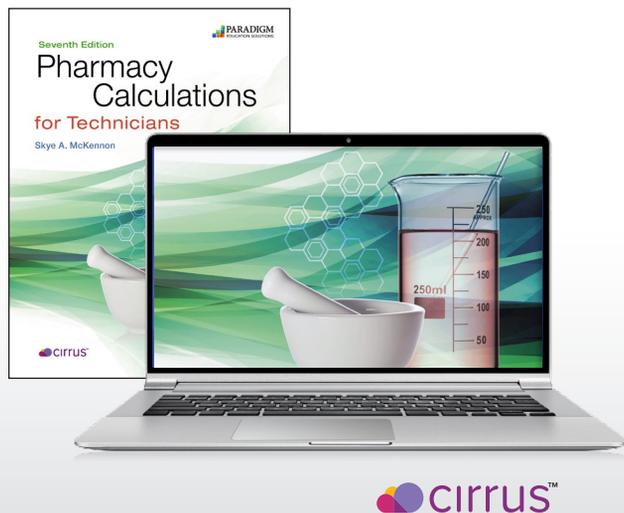
Learn on the go with the Paradigm Health Careers Drugs & Terms app.

Your students can quickly and conveniently identify more than 1,000 drugs and 2,000 medical terms with our app. Students can search the terms database by drug class or body system and create flash cards to practice identifying drugs and medical terms. Embedded audio functionality helps students master pronunciation.

Available from the iTunes store for \$5.99



Available December 2020



NEW! Pharmacy Calculations for Technicians, Seventh Edition

Skye A. McKennon, PharmD, BCPS
© 2021 | 350 pages

With Pharmacy Calculations for Technicians, students learn the essential mathematics concepts and skills pharmacy technicians use on the job. Clear, complete examples and practice problems provide students with the required skills for calculating and preparing drug doses in both community and institutional pharmacy settings. Students are guided, step-by-step, through several calculation methods, including basic formula, ratio and proportion, dimensional analysis, and alligation.

View order information on p. 27.

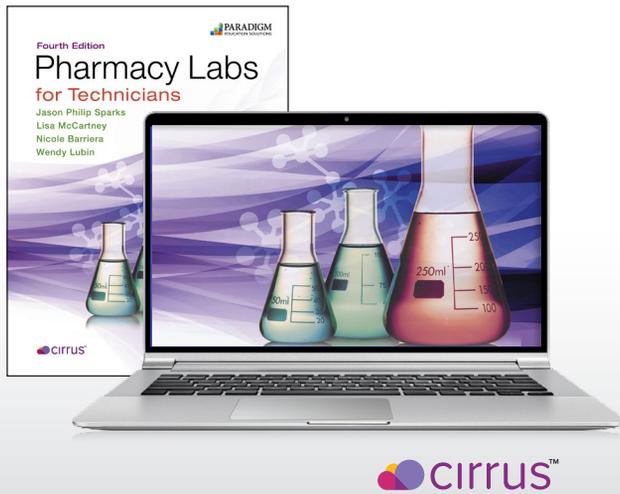
Key Features

- Alignment with the updated *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs, Fifth Edition*
- **Cirrus** access to self-assessment opportunities, Watch and Learn Lessons, quizzes, exams, and comprehensive instructor resources
- Practice with compounding calculations, including weight-in-weight calculations and special dilutions
- Coverage of business-related calculations including insurance processing, inventory management, and depreciation
- Practice with unit conversions, ratios, percents, and proportions
- Multiple approaches for solving pharmacy calculation problems, including pediatric dosage problems
- Work Wise tips covering professionalism and soft skills specific to pharmacy technician practice

Contents

1. Understanding Subdivisions of Numbers, Number Systems, Estimating, and Accuracy
2. Using Ratios, Percents, and Proportions
3. Developing Prescription Literacy Skills
4. Applying Metric Measurements and Calculating Doses
5. Using Household Measure in Pharmacy Calculations
6. Preparing Injectable Medications
7. Preparing Parenteral Solutions
8. Using Special Calculations in Compounding
9. Using Business Math in the Pharmacy

Available August 2020



NEW! Pharmacy Labs for Technicians, Fourth Edition

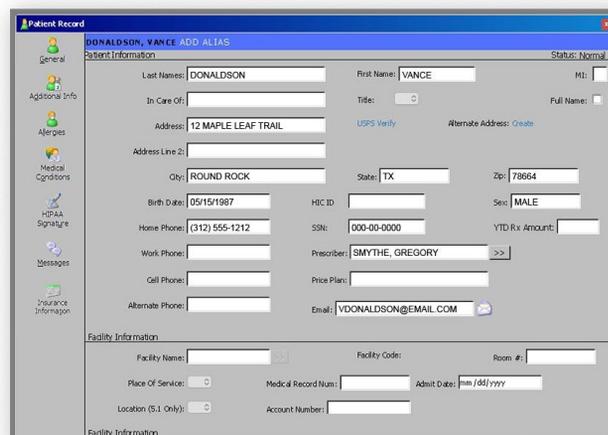
Jason Philip Sparks, MEd, CPhT, PhTR; Lisa McCartney, MEd, CPhT, PhTR; Nicole Barriera, CPhT; and Wendy Lubin, MS, CPhT
© 2021 | 372 pages

Suitable for a stand-alone pharmacy lab course or for the lab portion of a pharmacy practice course, *Pharmacy Labs for Technicians* teaches students detailed lab procedures and skills using hands-on practice. Students learn both administrative and clinical procedures such as filling prescriptions, compounding medications, and preparing compounded sterile preparations.

View order information on p. 27.

New to the Fourth Edition

- Alignment with the updated *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- Eleven new labs, including
 - professionalism in the pharmacy
 - point-of-care testing
 - maintaining a pseudoephedrine logbook
 - understanding drug recalls and shortages
 - transcribing signa codes and NRx short codes
 - reviewing investigational drug documentation
 - workflow in the pharmacy
 - reviewing medication orders
 - immunization process and documentation
 - preparation and cleanup of hazardous drugs
 - ISMP tall-man lettering and look-alike, sound-alike drugs
- **Cirrus** access to self-assessment opportunities, Watch and Learn Lessons, activities, quizzes, exams, and comprehensive instructor resources



This courseware includes NRx tutorials and assessments.
See the next page to learn more.

NRx tutorials and live assessments give students hands-on practice.

Pharmacy Labs for Technicians includes web-based NRx tutorials and live assessments based on QS/1's nationally recognized pharmacy management software. These tools are available through the **Cirrus** learning environment.

Students will:

- create and maintain patient records
- manage prescriptions
- process daily reports and insurance claims
- demonstrate their mastery of the NRx system through graded assessments

Section 1. Foundational Pharmacy Skills

Unit 1. Essential Pharmacy Skills

1. Using Reference Materials in Pharmacy Practice
2. Professionalism in the Pharmacy
3. Customer Service and Point of Sale

Unit 2. Foundational Community Pharmacy Skills

4. Using a Pseudoephedrine Logbook
5. Validating DEA Numbers
6. Inventory Management Procedures
7. Obtaining and Reviewing a Patient Profile
8. Reviewing Signa Codes and Creating Patient Instructions
9. Reviewing a Prescription Form
10. Reviewing a Filled Prescription
11. Entering Patient Data
12. Processing a Prescription
13. Processing a Refill
14. Obtaining Refill Authorization
15. Processing Third-Party Claims
16. Verifying Cash Pricing
17. Workflow in the Pharmacy
18. Reconstituting Powdered Drugs
19. Immunization Process and Documentation

Unit 3. Foundational Institutional Pharmacy Skills

20. ISMP Tall-Man Lettering and Look-Alike, Sound-Alike Drugs
21. Filling a 24-Hour Medication Cart
22. Filling and Checking Floor Stock
23. Filling and Recording Controlled Substances Floor Stock
24. Preparing Oral Syringes
25. Charging and Refilling a Crash Cart
26. Filling an Automated Drug Storage and Dispensing System

Section 2. Advanced Pharmacy Skills

Unit 4. Advanced Community Pharmacy Skills

27. Point-of-Care Testing
28. Producing an Audit Log and Other Computerized Reports
29. Medication Therapy Management

Unit 5. Advanced Institutional Pharmacy Skills

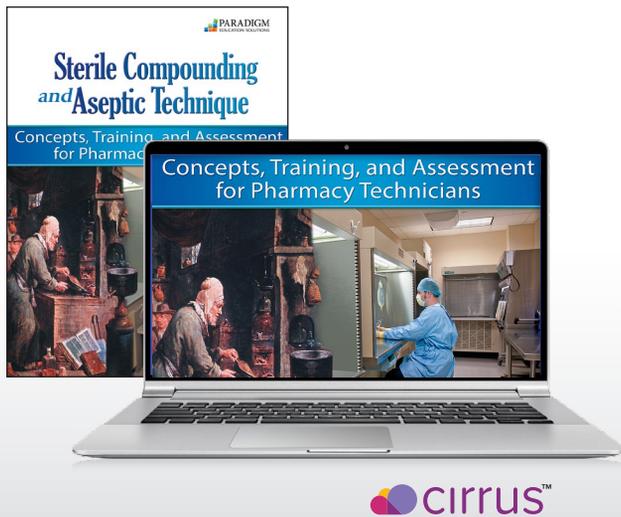
30. Drug Recalls and Shortages
31. Medication Reconciliation
32. Investigational Drug Documentation and Preparation
33. Filling Medication Orders
34. Hazardous Drug Preparation and Cleanup

Unit 6. Nonsterile Extemporaneous Compounding

35. Filling Capsules
36. Preparing Suspensions from Tablets
37. Preparing Suspensions from Capsules
38. Preparing Creams, Ointments, Gels, and Pastes

Unit 7. Aseptic Technique

39. Garbing According to *USP* Chapter <797> (Rev. 2019) Standards
40. Hand Hygiene
41. Cleaning the Horizontal Laminar Airflow Workbench
42. Preparing Large-Volume Parenteral Solutions
43. Preparing Small-Volume Parenteral Solutions
44. Preparing Sterile Powdered Drug Vials
45. Using Ampules
46. Compounding Chemotherapy Drugs



Sterile Compounding and Aseptic Technique

Lisa McCartney, MEd, CPhT, PhTR

© 2012

This courseware provides step-by-step instruction in sterile compounding and aseptic technique, or the aseptic preparation of compounded sterile preparations. All sterile compounding procedures in this courseware are aligned with *USP* Chapter <797> (rev. 2019) standards and *USP* Chapter <800> (2016) standards.

View order information on p. 27.



Key Features

- Alignment with the *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and to *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- Complete course content including didactic instruction, hands-on skills training, and competency assessments
- Interactive learning experiences in the print text and in **Cirrus**, including:
 - self-assessment opportunities
 - quizzes and exams
 - critical-thinking, application, and research activities
 - procedural lab videos

Contents

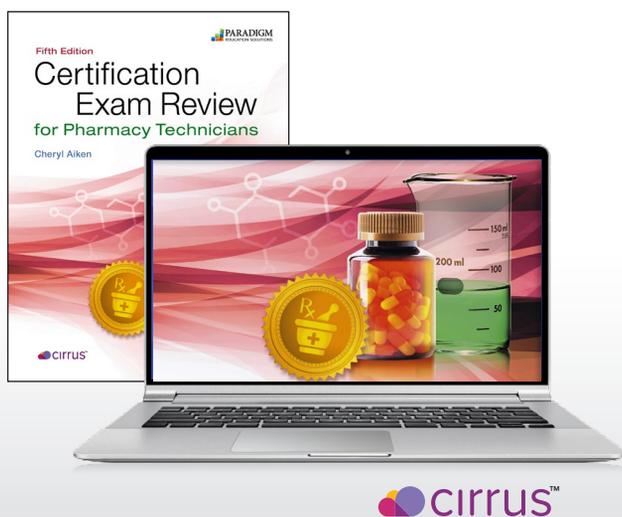
Unit 1. Exploring the Basics of Sterile Compounding

1. Sterile Compounding as a Pharmacy Technician
2. The Sterile Compounding Environment
3. Sterile Compounding Supplies
4. Medication Orders and Labeling
5. Calculations for Sterile Compounding

Unit 2. Compounding Sterile Preparations

6. Aseptic Garbing, Hand Washing, and Gloving
7. Cleaning the Horizontal Laminar Airflow Workbench
8. Large-Volume Parenteral Preparations
9. Small-Volume Parenteral Preparations
10. Ampule-Based Preparations
11. Narcotic Preparations
12. Pediatric Preparations
13. Total Parenteral Nutrition
14. Chemotherapy Products and Procedures

Available December 2020



NEW! Certification Exam Review for Pharmacy Technicians, Fifth Edition

Cheryl Aiken, PharmD
© 2021 | 256 pages

This courseware reviews content covered in the Pharmacy Technician Certification Exam (PTCE) and the Exam for the Certification of Pharmacy Technicians (ExCPT). Students learn study and test-preparation strategies and tips for passing one of these high-stakes exams.

View order information on p. 27.



Key Features

- Alignment with the updated *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and to *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- Online exam generator that creates unlimited, timed, practice exams that simulate the test-taking experience
- Updates on guidelines for nonsterile compounding (*USP Chapter <795>*), sterile compounding (*USP Chapter <797>* [revised 2019]), and hazardous compounding (*USP Chapter <800>* [2016])
- Expanded sections on inventory and third-party billing to align with updated exams
- **Cirrus** access to self-assessment opportunities, Watch and Learn Lessons, activities, quizzes, exams, and comprehensive instructor resources

Contents

Introduction: Preparing for a High-Stakes Exam

Unit 1. Drugs and Drug Therapies

1. Pharmacology for Technicians
2. Pharmacy Conversions and Dosage Calculations

Unit 2. Pharmacy Duties and Regulations

3. Pharmacy Law and Regulations

Unit 3. Dispensing Processes

4. Prescription and Medication Order Dispensing
5. Nonsterile Compounding

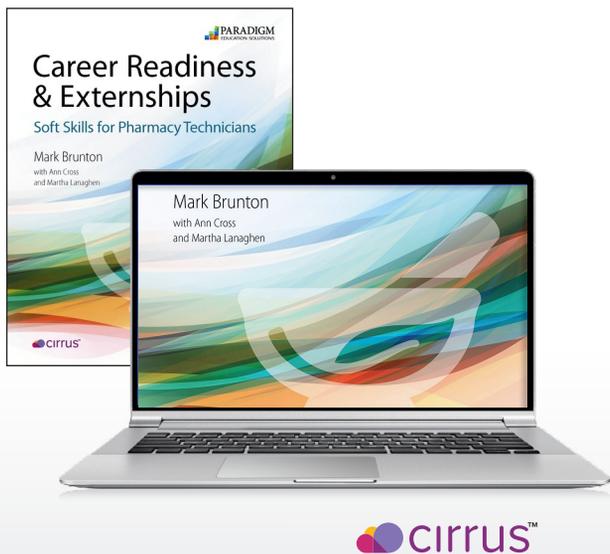
6. Sterile and Hazardous Compounding

7. Medication Safety and Quality Assurance

8. Pharmacy Information Systems and Automations

9. Pharmacy Inventory Management

10. Pharmacy Reimbursement and Claims Processing



NEW! Career Readiness & Externships: Soft Skills for Pharmacy Technicians

Mark Brunton, MSHE, CPhT, with Ann Cross and Martha Lanaghan
© 2020 | 254 pages

Like other employers, pharmacy preceptors and supervisors observe a growing trend among externs and entry-level employees. These individuals possess academic knowledge and training but often lack the necessary soft skills, or employability skills, to help them become successful employees valued by patients, colleagues, and supervisors.

Career Readiness & Externships: Soft Skills for Pharmacy Technicians, introduces and reinforces the professional habits and soft skills required to bridge the gap between formal education and employment. This courseware provides a unique pharmacy technician perspective on traditional soft skills and career preparation activities.

View order information on p. 27.

Key Features

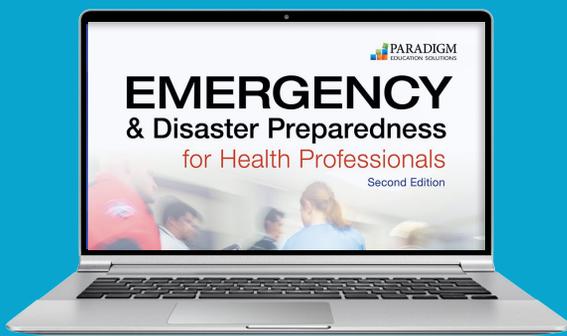
- Online activities and self-assessment opportunities in the cloud-based **Cirrus** learning environment
- Alignment with career-readiness competencies outlined by the National Association of Colleges and Employers (NACE)
- Coverage of soft skills that are integrated into *ASHP/ACPE Accreditation Standards for Pharmacy Technician Education and Training Programs* and *ASHP's Model Curriculum for Pharmacy Technician Education and Training Programs*, Fifth Edition
- Flexibility to use as a stand-alone externship preparation course, as an aid that could be integrated throughout a pharmacy technician program, or as a self-assessment resource for students
- Instructor Resources that include externship-specific resources for students, preceptors, and instructors

Contents

1. Time Management
2. Critical Thinking & Problem Solving
3. Professional Appearance
4. Professional Behavior
5. Professional Communications
6. Multicultural Awareness & Cultural Competency
7. Law & Ethics
8. Externship Preparation & Practice
9. Career Readiness, Planning, & Management

Prepare your pharmacy technician students for emergencies and disasters.

See p. 22 for additional information.



We offer courseware to help your students better understand their roles and responsibilities before, during, and after an emergency or a disaster. This timely program includes an eChapter and resources created specifically for health information professionals.

Meets or exceeds AHIMA healthcare curriculum and certification standards for emergency and disaster preparedness.



Exploring Electronic Health Records, Second Edition

Darline Foltz, BS, RHIA, CEHRS, and Karen Lankisch, PhD, RHIA, CEHRS
© 2018 | 432 pages

This up-to-date and approachable courseware teaches students about electronic health records across a variety of delivery systems, making it ideal for all health careers students.

Course content includes the EHR Navigator, which is an interactive learning environment that replicates professional practice. The EHR Navigator prepares students for work in both inpatient and outpatient healthcare facilities.

To meet the needs of different types of learners, the courseware includes a wealth of images and figures, plus hands-on exercises, such as interactive tutorials, assessments using a realistic EHR system, presentations, web-based research, and more.

View order information on p. 28.

Key Features

- Updated information and instruction to thoroughly prepare students for certification exams and their future professions
- Expanded information about data analytics, health insurance, billing, reimbursement, and telehealth—topics of increasing importance in healthcare education
- Increased coverage of professionalism, soft skills, and cultural awareness

Contents

1. Overview of Electronic Health Records
2. Content of the Health Record
3. Introduction to Electronic Health Record Software
4. Administrative Management
5. Scheduling and Patient Management
6. Privacy, Security, and Legal Aspects of the EHR
7. Clinical Documentation and Reporting
8. Diagnostic and Procedural Coding
9. Managing Insurance, Billing, and Reimbursement
10. Data Management and Analytics
11. Clinical Decision Support Systems and Quality Improvement
12. The Personal Health Record and the Patient Portal
13. Implementation and Evaluation of an EHR System

About the EHR Navigator

Edit Patient

Information Insurance Authorization Balance



Change Remove

43 **Generate**

000-00-0000

1979-04-21 e.g. 8/8/1988 Gender

Ms Heather Ashley Clayton Suff

Close Save

Ability to edit patient records

Reports

Meaningful Use Activity Feed Reports

Run Report Print Report

Provider: EHR System

Year: 2013

Attestation duration: 2013 - Full Year Attestation

Start date: 11/21/2013

You are satisfying
4 Measures

You are not satisfying
14 Measures

About the Dashboard
Dashboard calculations are updated each night. Sign your SOAP notes to gain credibility.
Dashboard calculation guide
Check your eligibility

Core measures	Stage 1 goal min.	Current	Numerator Denominator	Patient Gap
1. CPOE for medication orders	30%	0.0%	/	(0 more to satisfy)
2. Drug-drug and Drug-allergy interaction check	80%	80%		
3. Maintain problem list	80%	0.0%	/	(0 more to satisfy)
4. Send prescriptions electronically (eRx)	40%	0.0%	/	
5. Maintain medication list	80%	0.0%	/	(0 more to satisfy)
6. Maintain allergy list	80%	0.0%	/	(0 more to satisfy)
7. Record demographics	50%	0.0%	/	(0 more to satisfy)
8. Record vital signs	50%	0.0%	/	(0 more to satisfy)
9. Record smoking status	50%	0.0%	/	(0 more to satisfy)
10. Report Clinical Quality Measures	80%		0/0	
11. Implement Clinical Decision Support	80%	80%		

Ability to access reports

Exploring Electronic Health Records includes the cloud-based EHR Navigator learning environment, powered by Cirrus. This realistic system provides experience in all areas of EHRs, including adding and scheduling patient appointments, adding clinical data to patient charts, coding, medical billing, and e-prescribing.

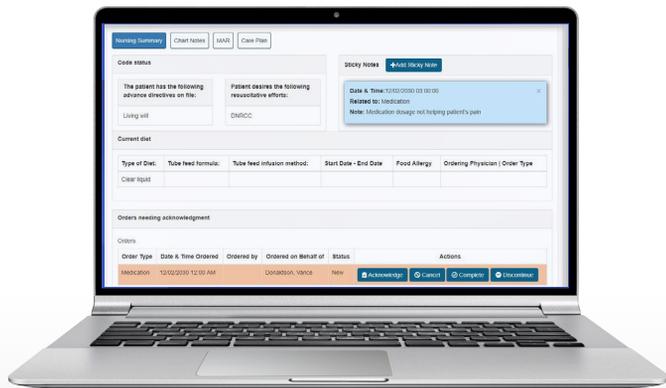
Key Features

- Real-world electronic health systems, equipping students with transferable skills they can use to manage EHRs effectively in any healthcare setting
- Content delivery through a cloud-based learning environment, empowering students and instructors to access the EHR Navigator quickly and easily without any installations
- Technical support and onboarding preparation to ensure course technology is implemented seamlessly
- Flexibility to integrate course content with LTI-supported learning management systems, including Canvas, Blackboard, D2L, and Moodle



Enhanced with content for nursing and data analytics.

See pages 16–17 to learn more.



 cirrus™

Electronic Health Records Training for Nursing Programs

Using electronic health records properly is critical to patient safety. Nursing programs using the EHR Navigator can help students develop this in-demand skill and be better prepared for patient interactions, clinicals, and future careers.

This interactive, web-based program gives students unlimited practice in all areas of EHRs, including nursing chart notes, medication administration, and ordering. The EHR Navigator supports the courseware, *Exploring Electronic Health Records* (p. 14) and includes a nursing-specific eChapter.

View order information on p. 28.

The EHR Navigator provides:

Exposure to documentation used in long-term care (LTC) facilities, which includes:

- LTC admission assessment
- LTC discharge assessment
- All 45 pages of the minimal data set (MDS) form

An order system for placing, acknowledging, cancelling, and completing orders, which includes:

- Medication
- Diet
- Labs
- Occupational therapy
- Physical therapy
- Radiology
- Respiratory therapy
- Speech therapy

A medication administration record (MAR), which includes:

- Medication orders for the top 100 commonly prescribed drugs
- Ability to administer, cancel, or complete medication orders
- A simulated patient bracelet and medication barcode entry

A treatment administration record (TAR), which includes:

- Wound care orders
- Activity orders, such as bed rest and fall precautions
- Nursing orders, such as cardiac monitoring, daily weights, and compression stockings

Nursing chart notes, which include:

- Nursing admission assessment
- Advance directive
- Delirium screening
- Fall risk assessment
- Infection control
- Input/output flowsheet
- Nursing daily care assessment
- Nursing notes
- Pain assessment
- Pressure injury assessment
- Skin assessment
- Vital signs flowsheet
- Wound assessment
- Nursing discharge assessment
- Transfer form

Build students' data analysis skills sooner with the EHR Navigator.

Data analytics plays an important role in improving patient care. Yet many aspiring healthcare professionals lack opportunities to develop analysis skills until they're on the job.

Now there's a way to build students' data analysis skills sooner. We've enhanced our EHR Navigator learning environment and *Exploring Electronic Health Records* courseware to provide students with opportunities to develop and test their data analysis skills.

Beginning with data related to smoking cessation, the EHR Navigator includes a data analytics-specific tutorial and assessment. Each data report will also be accompanied by multiple case study scenarios that challenge students to analyze and draw conclusions from the data.

The screenshot shows the EHR Navigator interface for a report titled "Smoking Cessation". The interface includes a navigation menu with options like Home, To Do, Charts, Schedule, Billing, eRx, Adm/Di, Labs, Message, Documents, Reports, Coding, ROI, and Settings. The "Reports" section is active, showing "Smoking Cessation" and "Reports" buttons. Below this, there are search filters for Age, Gender, and Smoking level. The results show a summary: "RESULTS: Smokers:43 | Male: 40 Female:31 | Heavy:13 Every Day:12 Some Day:18". A table of patient data is displayed below the summary.

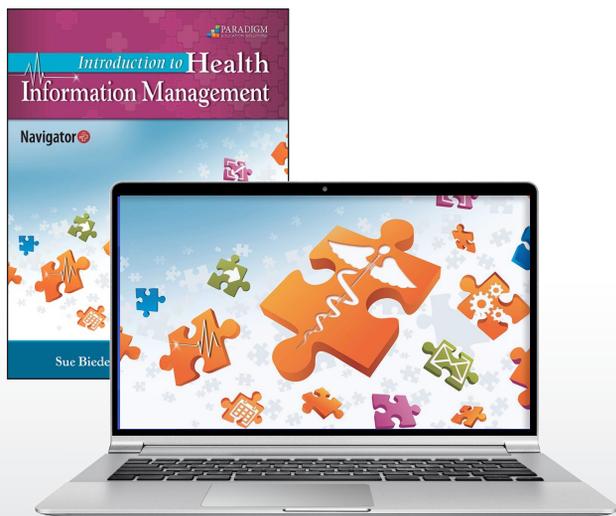
MRN	First Name	Last Name	Age	Sex	Smoker	Level	Years Tobacco-Free
585176	William	Lea	67 years	M	yes	Some Day	
585175	Jami	Stevens	40 years	F	yes	Every Day	
585174	Richard	Owens	30 years	M	yes	Every Day	
585172	Jason	Stallcup	69 years	M	yes	Every Day	
585171	Hallie	Rooney	18 years	F	yes	Some Day	

Additional scenarios and topics, available in Summer 2020, will include data covering:

- Diagnoses reports
- Infection reports
- Outstanding items (for collections)
- Coder productivity reports
- A patient satisfaction survey
- Immunizations
- Information on cardiovascular patients

The screenshot shows a Microsoft Excel spreadsheet with the same patient data as the EHR Navigator report. The spreadsheet has columns for MRN, First Name, Last Name, Age, Sex, Smoker, Level, and Years Tobacco-Free. The data is organized in a table format, with rows corresponding to the patient records.

MRN	First Name	Last Name	Age	Sex	Smoker	Level	Years Tobacco-Free
1	585176	William	Lea	67 years	M	yes	Some Day
2	585175	Jami	Stevens	40 years	F	yes	Every Day
3	585174	Richard	Owens	30 years	M	yes	Every Day
4	585172	Jason	Stallcup	69 years	M	yes	Every Day
5	585171	Hallie	Rooney	18 years	F	yes	Some Day
6	585169	Marshall	Hammon	63 years	M	yes	Heavy
7	585165	Vera	Durante	74 years	F	yes	Every Day
8	585164	Arthur	Talley	73 years	M	yes	Heavy
9	585163	Carlton	Johnson	17 years	M	yes	Every Day
10	585162	Vicki	Remick	75 years	F	yes	Some Day
11	585161	Gerry	Pugliese	80 years	M	yes	Heavy
12	585160	Jo	Collidge	24 years	F	yes	Heavy
13	585159	Adrienne	Noriega	39 years	F	yes	Heavy
14	585156	Joe	Black	58 years	M	yes	Every Day
15	585150	Sean	Moreland	32 years	M	yes	Some Day
16	585149	Morty	Silvermail	26 years	M	yes	Heavy
17	585148	Marlene	Otero	69 years	M	yes	Heavy
18	585146	James	Kahl	22 years	M	yes	Some Day
19	585144	Tamara	Winegar	61 years	F	yes	Every Day
20	585143	Ling	Ch'en	49 years	F	yes	Some Day
21	585141	Aldjana	Glazer	50 years	F	yes	Some Day
22	585139	Violanda	Capon	71 years	M	yes	Some Day
23	585138	Irmina	Nucci	58 years	F	yes	Some Day
24	585134	Ute	Schreiner	27 years	M	yes	Some Day
25	585133	Orane	Mainville	37 years	F	yes	Every Day



Introduction to Health Information Management

Sue Biedermann, MSHP, RHIA, FAHIMA, and Donna Olson, MBA, RHIA

© 2015 | 432 pages

Introduction to Health Information Management teaches students about HIM roles and responsibilities in both inpatient and outpatient facilities and within a variety of healthcare delivery systems, including home health care, long-term, rehabilitative, and behavioral care facilities. Students gain fundamental knowledge about the history of HIM, professionalism and ethics, important topics in health care, and more.

View order information on p. 28.

Key Features

- Real-world scenarios that prepare students for careers, develop students' critical-thinking skills, and present opportunities for class discussion
- Access to the **Navigator+** learning management system and a glimpse into the EHR Navigator learning environment, which provides students with experience documenting in an authentic electronic health record
- Attractive graphics and fun facts to draw students into the chapter topics by piquing their interest
- In-text and in-margin features to aid student learning, challenge students to think critically, explore ethical issues in health care, and test their mastery of chapter content

Contents

1. Introduction to Health Information Management
2. Healthcare Organizations
3. Hospital Organization and the Medical Staff
4. Health Record Purpose and Components
5. Health Record Organization and Storage
6. Information Technology in Health Care
7. Electronic Health Records
8. Legal Aspects of Health Information Management
9. Classification Systems and Reimbursement
10. Healthcare Statistics
11. Quality Management and Data Collection
12. Management

Using Computers in the Medical Office 2016

Audrey Roggenkamp, Pierce College Puyallup
© 2018 | 320 pages

This courseware teaches the essential features of Microsoft® Office 2016 applications, such as Word, Excel, and PowerPoint within a medical office context.

Students learn to create a range of documents, reports, and presentations for two medical clinics and a hospital, such as medical history and physical reports, consultation letters, chart notes, patient record databases and forms, purchase orders, invoices, payroll and travel expense worksheets, and a variety of presentations.

View order information on p. 28.



Key Features

- Authentic medical documents that provide the context for learning and practicing essential computer tasks performed in a medical office
- Screen captures of Word, Excel, and PowerPoint to ensure that students understand how to navigate Microsoft® Office 2016, computer systems in general, and the internet
- Skills assessments and reviews that provide students with opportunities to demonstrate what they have learned
- Features Summary that provides a review of concepts covered in the chapter
- Interactive tutorials that provide guided training and measured practice

Contents

Getting Started in Office 2016

Unit 1. Using Word in the Medical Office

1. Creating and Editing a Document
2. Formatting Characters and Paragraphs
3. Formatting and Enhancing a Document
4. Formatting with Special Features

Unit 2. Using Excel in the Medical Office

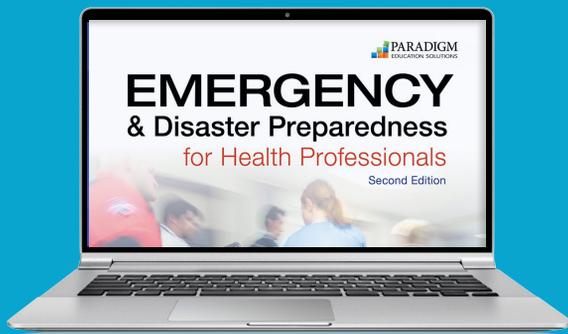
1. Analyzing Data Using Excel
 2. Editing and Formatting Worksheets
 3. Using Functions, Adding Visual Elements, Printing, and Working with Tables
- Integrating Programs: Word and Excel

Unit 3. Using PowerPoint in the Medical Office

1. Preparing a Presentation
 2. Editing Slides and Slide Elements
- Integrating Programs: Word, Excel, and PowerPoint

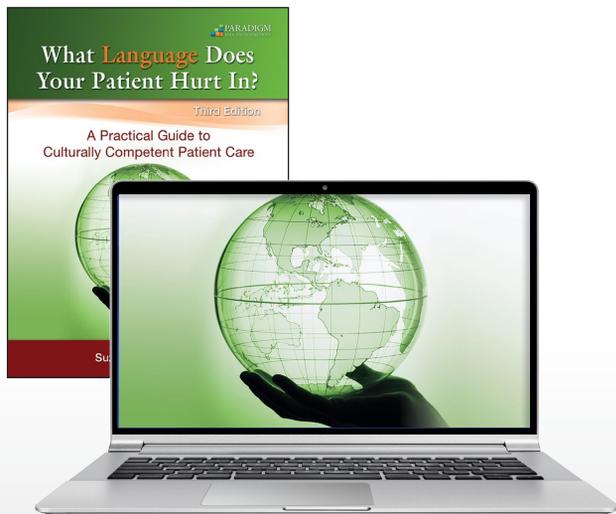
Prepare your health information students for emergencies and disasters.

See p. 22 for additional information.



We offer courseware to help your students better understand their roles and responsibilities before, during, and after an emergency or a disaster. This timely program includes an eChapter and resources created specifically for health information professionals.

Meets or exceeds AHIMA healthcare curriculum and certification standards for emergency and disaster preparedness.



What Language Does Your Patient Hurt In? Third Edition

Suzanne Salimbene, PhD
© 2015 | 256 pages

This unique courseware focuses on cultural and linguistic competence in healthcare delivery, giving students and healthcare professionals insightful guidance about the different dialects and communication styles of prevalent cultural groups.

What Language Does Your Patient Hurt In? supports students' understanding of how major health issues, family roles, dietary habits, health beliefs and practices, and religious beliefs impact patient responses to current healthcare practices.

View order information on p. 29.

Key Features

- Introduction to cultural competence and a review of legislation, standards, and accreditation guidelines that have been enacted and established to foster cultural competence in healthcare environments
- Content that addresses minority, indigenous, and immigrant cultures with which US healthcare workers are likely to interact, such as: African American, Native American, Hispanic, and Middle Eastern cultures
- Coverage of topics such as demographics, immigration, cultural practices, healthcare beliefs, religious beliefs, food, degree of assimilation, education level, family planning, and labor and delivery practices, among others
- Inclusion of pertinent data, including immigration trends, maps that provide a geographic reference for each group, and lists of the leading causes of death and/or presentation of prevalent health issues

Contents

1. Cultural and Linguistic Competence in Today's Diverse Healthcare Environment
2. Providing Culture-Sensitive Health Care to African Americans
3. Providing Culture-Sensitive Health Care to Indigenous Americans
4. Providing Culture-Sensitive Health Care to Patients of Asian Origin
5. Providing Culture-Sensitive Health Care to Hispanic and Latino Patients
6. Providing Culture-Sensitive Health Care to Patients from the Middle East
7. Providing Culture-Sensitive Health Care to Patients from Eastern Europe
8. Caring for Members of Religions with Beliefs That Impact Healthcare Decisions



Emergency & Disaster Preparedness for Health Professionals, Second Edition

Linda Young Landesman, DrPH, MSW
© 2018 | 224 pages

Disasters are becoming all too commonplace. Being prepared to respond is an important competency for health professionals. Yet many instructors wonder, "What do my students need to know?"

Emergency & Disaster Preparedness for Health Professionals is the definitive courseware for preparing your students. It distills essential information about how communities, healthcare facilities, and professionals must prepare and manage the response process while meeting federal guidelines.

View order information on p. 29.

Key Features

- More than 25 hours of hands-on laboratory, class activities, and mock drills to engage students
- Coverage of the four phases of comprehensive emergency management (prevention, preparedness, response, and recovery), planning considerations, and response processes
- Planning for data protection and recovery, creating unidentified patient records, transferring patients for an evacuation, coding for disaster reimbursements, and more
- Real-world examples, including coverage of Hurricanes Katrina, Irma, and Harvey; the Boston Marathon bombings; and the Ebola virus and Zika virus outbreaks
- Links to engaging videos and resources, natural disaster footage, and interviews with healthcare professionals who responded to the Boston Marathon bombings
- Instructor resources, such as course curriculum guidance, lesson plans, class activities, labs, PowerPoints, research assignments, chapter assessment questions, and more

Contents

1. Emergencies, Disasters, and Health Care
2. Emergency and Disaster Planning and Management
3. Healthcare Planning, Challenges, and Case Studies
4. Healthcare Response Procedures
5. Maintaining Continuity of Care
6. Professional and Personal Preparedness
7. The Roles of Allied Health Professionals*

* In your curriculum, an add-on eChapter can take the place of Chapter 7 in the print text. See the next page for details.

Add one of our new eChapters to your course!



Health Information Professionals eChapter

Contents

Unique Challenges for Health Information Departments

Emergency Operations Planning

- Data Storage, Portability, Protection, and Access
- Information Prioritization and Risks
- Cyber Protection
- Health Information Disaster Recovery Plan

Emergency Responses for Health Information Professionals

- Creating Unidentified Patient Records
- Barcodes and Tracking of Patients
- Emergency Data Diagnosis, Procedures, and Service Documentation
- Emergency Data Collection and Organizing
- Transferring Patient Records in an Evacuation
- Coding for Disaster Reimbursements

Emergency HIM Exercises

Volunteering for Emergency and Disaster Response

- Chapter Summary
- Additional Resources
- Recognizing Terms
- Reviewing Concepts
- Exploring Emergency Preparedness Issues

Pharmacists & Pharmacy Technicians eChapter

Contents

All-Hazards Planning for Pharmacies

- Pharmacy Rules for Public Health Emergencies
- Emergency Staffing
- Maintaining Medication and Medical Supplies
- Protecting Electronic Information
- Staff and Inventory Security

Special Planning for Community Pharmacies

- Shared Systems of Service
- Pharmacy Closings
- Helping Patients Prepare for Emergencies
- Prescription Assistance Programs During Disasters

Special Planning for Hospital Pharmacies

- Automated Dispensing Machines
- Barcode Scanning and Medication Administration Records
- Sterile Compounding Guidelines
- Hospital Pharmacy Emergency Exercises

Common Emergency Treatments

Medical Countermeasure Stockpiles

- Strategic National Stockpile Inventory
- SNS Countermeasure Distribution

Point of Dispensing (POD) Sites

- Types of PODs
- Functions of PODs
- POD Layouts for Efficient Dispensing
- POD Assignments Based on Scope of Practice
- POD Command Structure
- POD Exercises
- Chapter Summary
- Additional Resources
- Recognizing Terms
- Reviewing Concepts
- Exploring Emergency Preparedness Issues

Medical Terminology Pocket Guide

© 2019 | 113 pages

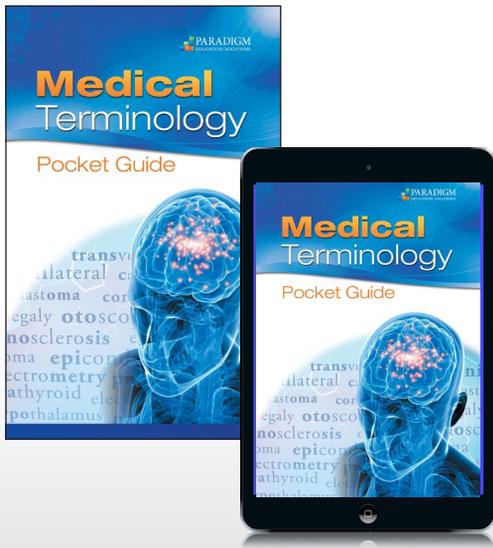
Our *Medical Terminology Pocket Guide* is an ideal tool for students enrolled in health career courses. It is designed for quick and convenient access to prefixes, suffixes, combining forms, and other important medical terms.

This easy-to-use reference organizes its coverage of word parts and abbreviations in two ways:

- in alphabetical order in Chapter 1.
- by body system in Chapters 3 to 16.

It also provides helpful lists of body organization and common healthcare terms in Chapter 2. This approach allows students to study or access information in whatever way is most convenient to them.

View order information on p. 29.



Key Features

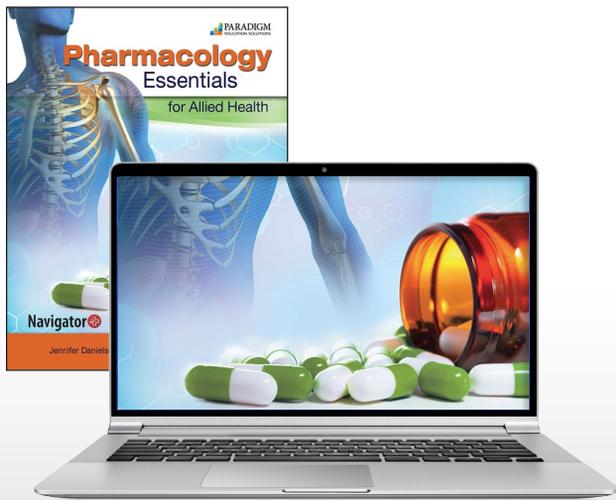
- Tables covering medical tests, surgical treatments, and pharmacological treatments, organized by body system
- Size that fits into the pockets of students' lab coats, which allows for easy reference during academic coursework or the externship experience
- Corresponds with terms and word parts discussed and tabulated in our courseware

Contents

- | | |
|---|--------------------------------------|
| 1. Word Structures | 9. Hematology |
| 2. Body Organization and Healthcare Terminology | 10. The Lymphatic System |
| 3. The Integumentary System | 11. The Digestive System |
| 4. The Musculoskeletal System | 12. The Urinary System |
| 5. The Nervous System | 13. The Endocrine System |
| 6. The Special Senses | 14. The Male Reproductive System |
| 7. The Respiratory System | 15. The Female Reproductive System |
| 8. The Cardiovascular System | 16. Pregnancy, Birth, and Postpartum |

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Pharmacology Essentials for Allied Health

Jennifer Danielson, PharmD MBA, CDE; Jill Marquis, PharmD, MFA; and Skye A. McKennon, PharmD, BCPS
© 2017 | 960 pages

Pharmacology Essentials for Allied Health introduces students to the fundamentals of and correlations among three specialty areas: anatomy and physiology, pharmacology, and pharmacy practice. Courseware content is organized in 10 units and by major body systems to help students understand the connections between particular body systems and drug therapy.

View order information on p. 29.

Key Features

- Discussion of the major diseases and disorders that originate in or affect body systems, along with the specific drug therapies used in their treatments
- Access to **Navigator+**, a web-based learning management system that helps students strengthen their understanding of core content through a variety of activities, including a glossary of key terms with audio pronunciations, case studies, games, assessments, and more

Contents

1. Introduction to Pharmacology
2. Pharmaceutical Development
3. Medications and the Body
4. The Allied Health Professional
5. Prescriptions and Medication Orders
6. Pharmacy Measurements and Calculations
7. Medication Safety
8. Pharmacy Laws and Regulations
9. The Integumentary System and Drug Therapy
10. The Skeletal System and Drug Therapy
11. The Muscular System and Drug Therapy
12. The Nervous System and Drug Therapy
13. The Nervous System and Drug Therapy for Psychiatric and Mood Disorders
14. The Sensory System and Drug Therapy
15. The Cardiovascular System and Drug Therapy
16. The Blood and Drug Therapy
17. The Respiratory System and Drug Therapy
18. The Gastrointestinal System and Drug Therapy
19. Nutrition and Drugs for Metabolism
20. The Endocrine System and Drug Therapy
21. The Reproductive Systems and Drug Therapy
22. The Renal System and Drug Therapy
23. The Immune System and Infectious Disease Therapy
24. Acquired Immunity and Autoimmune Disorders
25. Drugs for Pain and Anesthesia
26. Fluids and Electrolytes
27. Cancer and Chemotherapy
28. Pediatric Patients and Drug Therapy
29. Geriatric Patients and Drug Therapy

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Using Computers in the Medical Office 2016

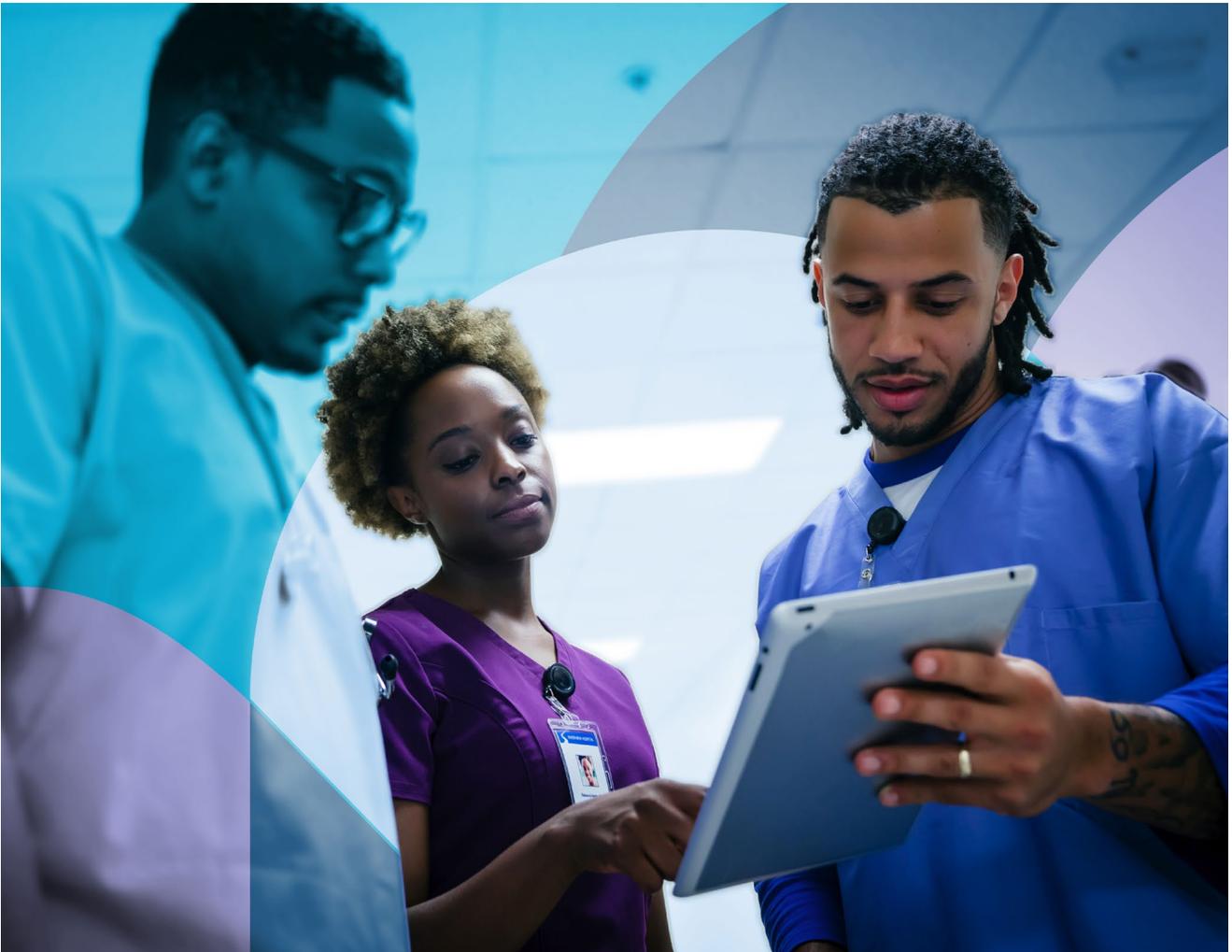
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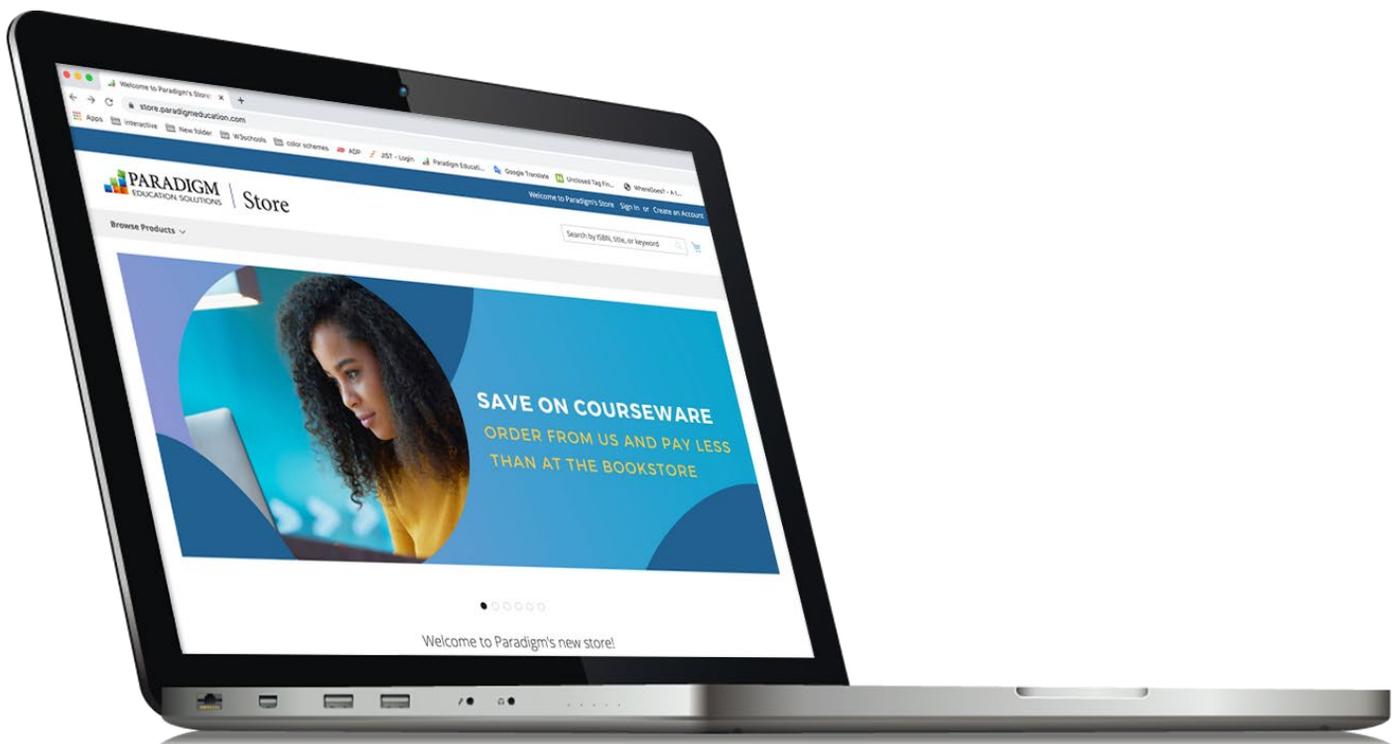
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