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Overview:

*Essentials of Anatomy & Physiology* is designed for an introductory, one-semester course. The scope, organization, writing style, depth of presentation, and pedagogical aspects of this text have been tailored to meet the needs of students preparing for a career in allied health.

Contents:

**PART 1: ORGANIZATION OF THE BODY**

**Chapter 1:** Introduction to the Human Body

**Chapter 2:** Chemical Aspects of Life

**Chapter 3:** Cell

**Chapter 4:** Tissues and Membranes

**PART 2: COVERING, SUPPORT, AND MOVEMENT OF THE BODY**

**Chapter 5:** Integumentary System

**Chapter 6:** Skeletal System

**Chapter 7:** Muscular System

**PART 3: INTEGRATION AND CONTROL**

**Chapter 8:** Nervous System

**Chapter 9:** Senses

**Chapter 10:** Endocrine System

**PART 4: MAINTENANCE OF THE BODY**

**Chapter 11:** Blood

**Chapter 12:** Heart and Blood Vessels

**Chapter 13:** Lymphatic System and Defenses Against Disease

**Chapter 14:** Respiratory System

**Chapter 15:** Digestive System

**Chapter 16:** Urinary System

**PART 5: REPRODUCTION**

**Chapter 17:** Reproductive Systems

**Chapter 18:** Pregnancy, Prenatal Development, and Genetics

**PART 6: STUDY GUIDES**

**Appendix A:** Keys to Medical Terminology

**Appendix B:** Answers to Self-Review Questions
Overview:
In *Anatomy, Physiology, & Disease: Foundations for the Health Professions*, connections are made between systems so students learn how the body functions normally in homeostasis, and how disruption of homeostasis leads to disease and disorder. With a straightforward writing style that engages the reader directly, the authors explain difficult concepts in the context of routine activities, making concepts easier to grasp. A completely revised art program makes the content more inviting and facilitates student comprehension.

Contents:
- **Chapter 1**: The Basics
- **Chapter 2**: Levels of Organization of the Human Body
- **Chapter 3**: The Integumentary System
- **Chapter 4**: The Skeletal System
- **Chapter 5**: The Muscular System
- **Chapter 6**: The Nervous System
- **Chapter 7**: The Nervous System—Senses
- **Chapter 8**: The Endocrine System
- **Chapter 9**: The Cardiovascular System—Blood
- **Chapter 10**: The Cardiovascular System—Heart and Vessels
- **Chapter 11**: The Lymphatic System
- **Chapter 12**: The Respiratory System
- **Chapter 13**: The Digestive System
- **Chapter 14**: The Excretory/Urinary System
- **Chapter 15**: The Male Reproductive System
- **Chapter 16**: The Female Reproductive System
Overview:
Designed for the one-semester anatomy and physiology course, *Hole’s Essentials of Human Anatomy and Physiology* assumes no prior science knowledge and supports core topics with clinical applications, making difficult concepts relevant to students pursuing careers in the allied health field. The Learn, Practice, and Access system is used throughout the text and digital content for immediate application. “Learning” outcomes begin the chapter and set the stage for what students will learn, “Practice” questions conclude each major section and help students recall the information they’ve consumed, and “Assess” end-of-chapter resources allow students to confirm their accurate recall of what they learned and practiced. The learn, practice, and assess system is highly effective in providing students with a solid understanding of the important concepts in anatomy and physiology.

Contents:
UNIT 1: LEVELS OF ORGANIZATION
*Chapter 1*: Introduction to Human Anatomy and Physiology
*Chapter 2*: Chemical Basis of Life
*Chapter 3*: Cells
*Chapter 4*: Cellular Metabolism
*Chapter 5*: Tissues
UNIT 2: SUPPORT AND MOVEMENT
*Chapter 6*: Integumentary System
*Chapter 7*: Skeletal System
*Chapter 8*: Muscular System
UNIT 3: INTEGRATION AND COORDINATION
*Chapter 9*: Nervous System
*Chapter 10*: The Senses
*Chapter 11*: Endocrine System
UNIT 4: TRANSPORT
*Chapter 12*: Blood
*Chapter 13*: Cardiovascular System
*Chapter 14*: Lymphatic System and Immunity
UNIT 5: ABSORPTION AND EXCRETION
*Chapter 15*: Digestion and Nutrition
*Chapter 16*: Respiratory System
*Chapter 17*: Urinary System
*Chapter 18*: Water, Electrolyte, and Acid-Base Balance
UNIT 6: THE HUMAN LIFE CYCLE
*Chapter 19*: Reproductive Systems
*Chapter 20*: Pregnancy, Growth, Development, and Genetics
Overview:

*Mader’s Understanding Human Anatomy and Physiology* continues to be the perfect text for a one-semester course, because it was designed for this audience from the very first edition. The text is celebrating its tenth anniversary with a complete face lift, which we believe makes the content even more approachable, user-friendly, and exciting. Each chapter now begins with an infographic that details fascinating facts about the chapter’s subject.

Contents:

**PART I: HUMAN ORGANIZATION**

*Chapter 1:* Organization of the Body  
*Chapter 2:* Chemistry of Life  
*Chapter 3:* Cell Structure and Function  
*Chapter 4:* Body Tissues and Membranes

**PART 2: SUPPORT, MOVEMENT, AND PROTECTION**

*Chapter 5:* The Integumentary System  
*Chapter 6:* The Skeletal System  
*Chapter 7:* The Muscular System

**PART 3: INTEGRATION AND COORDINATION**

*Chapter 8:* The Nervous System  
*Chapter 9:* The Sensory System  
*Chapter 10:* The Endocrine System

**PART 4: MAINTENANCE OF THE BODY**

*Chapter 11:* Blood  
*Chapter 12:* The Circulatory System  
*Chapter 13:* The Lymphatic System and Body Defense  
*Chapter 14:* The Respiratory System  
*Chapter 15:* The Digestive System  
*Chapter 16:* The Urinary System and Excretion

**PART 5: REPRODUCTION AND DEVELOPMENT**

*Chapter 17:* The Reproductive System  
*Chapter 18:* Human Development and Birth  
*Chapter 19:* Human Genetics

*Appendix A:* Reference Figures: The Human Organism  
*Appendix B:* Understanding Medical Terminology
Overview:
*Essentials of Anatomy & Physiology* is a text that blends up-to-date science, stimulating writing, high-quality art, and cutting-edge educational technology to provide the most effective teaching and learning program available in the one-semester anatomy and physiology courses. The distinctive pedagogy of the text revolves around the theme of “Elevate Learning.” From “Base Camp” to “Assess Your Learning Outcomes,” the student experiences a clear sense of the path ahead, a convenient means of charting progress, and a satisfying sense of accomplishment at the end.

Contents:

**Chapter 1:** The Study of Anatomy and Physiology  
**Chapter 2:** Life, Matter, and Energy  
**Chapter 3:** Cytology—The Cellular Level of Organization  
**Chapter 4:** Histology—The Tissue Level of Organization  
**Chapter 5:** The Integumentary System  
**Chapter 6:** The Skeletal System  
**Chapter 7:** The Muscular System  
**Chapter 8:** The Nervous System I—Nerve Cells, the Spinal Cord, and Reflexes  
**Chapter 9:** The Nervous System II—The Brain, Cranial Nerves, and Autonomic Nervous System  
**Chapter 10:** The Sense Organs  
**Chapter 11:** The Endocrine System  
**Chapter 12:** The Circulatory System I—Blood  
**Chapter 13:** The Circulatory System II—Heart and Blood Vessels  
**Chapter 14:** The Lymphatic System and Immunity  
**Chapter 15:** The Respiratory System  
**Chapter 16:** The Urinary System  
**Chapter 17:** The Digestive System  
**Chapter 18:** Nutrition and Metabolism  
**Chapter 19:** The Reproductive System  
**Chapter 20:** Human Development and Aging  
**Appendix A:** Answer Key  
**Appendix B:** Health Science Careers  
**Appendix C:** Symbols, Weights, and Measures  
**Appendix D:** Biomedical Word Roots, Prefixes, and Suffixes  
**Glossary**
Overview:
The Practice Atlas for Anatomy & Physiology is an interactive tool that brings the traditional anatomy atlas into the 21st century! Pairing images of common anatomical models with stunning cadaver photography, this atlas allows students to practice naming structures on both models and human bodies, anytime and anywhere. The Practice Atlas for Anatomy & Physiology is available as a standard feature of Connect for Anatomy & Physiology or can be purchased stand-alone! This product is perfect for use in the following courses:
• 2-Semester A&P
• 1-Semester A&P
• Human Anatomy
• Human Physiology
• Allied Health
The Practice Atlas features cadaver images from Anatomy & Physiology Revealed and model images from Denoyer/Geppert and 3B Scientific.
Computers in the Medical Office
Edition: 9
Susan Sanderson, ©2016

*ISBN:* 0077836383 / 9780077836382
*Connect® Access Card:* 0078049636 / 9780078049637
*Connect Package:* 1259382834 / 9781259382833
*Medisoft v20 Student At-Home Software:* 1260139395
*Coursesmart:* 0078111765 / 9780078111761
*LooseLeaf Text:* 0078094364

**Overview:**
Do you want your students to learn about practice management and patient billing from the best? Susan Sanderson’s *Computers in the Medical Office* (CiMO), 9th edition, presents step-by-step instructions to complete essential medical billing tasks using Medisoft® Advanced Version 19 or Version 20. CiMO shows not only what to do with authentic, hands-on activities, but also why those activities are important. Learn the skills needed for a health professions career using multiple digital resources. Your students can read and study the content more effectively—spending more time on topics they don’t know and less time on the topics they do—by using LearnSmart® and SmartBook®, McGraw-Hill’s revolutionary adaptive learning technology. Complete the Medisoft V20 exercises simulated in Connect, McGraw-Hill’s online assignment and assessment.

**Features:**
Stay up-to-date with the latest changes in healthcare and their impact on practice management tasks. Complete all the activities from the book digitally in one place. All Medisoft V19/v20 exercises in the text can be completed in Connect, along with all End-of-Chapter questions, and simple interactives. Make use of LearnSmart, the market-leading adaptive study tool proven to strengthen memory recall, increase class retention, and boost grades. Succeed with SmartBook, the first and only adaptive reading experience designed to transform the way students read.

**Contents:**
*Chapter 1:* Introduction to Health Information Technology and Medical Billing  
*Chapter 2:* Introduction to Medisoft  
*Chapter 3:* Scheduling  
*Chapter 4:* Entering Patient Information  
*Chapter 5:* Working with Cases  
*Chapter 6:* Entering Charge Transactions and Patient Payments  
*Chapter 7:* Creating Claims  

*Chapter 8:* Posting Payments and Creating Patient Statements  
*Chapter 9:* Creating Reports  
*Chapter 10:* Collections in the Medical Office  
*Chapter 11:* Appointments and Registration  
*Chapter 12:* Cases, Transactions, and Claims  
*Chapter 13:* Reports and Collections  
*Chapter 14:* Putting It All Together
Overview:
This capstone simulation using Medisoft Patient Billing Software, Version 19 or Version 20, gives students enhanced training that fosters superior qualifications for a variety of medical office jobs. Extensive hands-on practice with realistic source documents teaches students to input information, schedule appointments, and handle billing, reports, and other essential tasks. The simulation is recommended for students who have completed the study of Medisoft Advanced Version 19 or V20 using Computers in the Medical Office.

Contents:
Part 1: Introduction to Polaris Medical Group
Part 2: Polaris Medical Group Policy and Procedure Manual
Part 3: On the Job
Part 4: Source Documents
Glossary
Index
Electrocardiography for Healthcare Professionals
Edition: 5
Kathryn Booth & Thomas O’Brien, ©2019

ISBN: 1260064778 / 9781260064773
Connect® Access Card: 1260203794 / 9781260203790

Overview:
Electrocardiography for Healthcare Professionals, 5th edition, prepares users for a national ECG certification examination, as well as providing ECG skills training for healthcare students and healthcare professionals who are interested in mastering additional skills. The text includes the essential skills needed to perform an ECG, including anatomy of the heart, basic characteristics, equipment, appropriate intervention, and other technical applications, such as Holter monitoring and stress testing. Emphasis throughout the text is placed on troubleshooting.

Features:
• Expanded information about pacemakers and bundle branch block
• New content about sinus exit block, tilt tests, telemetry, cardiac stents, and left ventricular assist devices (LVAD)
• Additional competency checklists for student practice
• Connect® includes:
  • Interactive ECG strip exercises for labeling and recognition practice
  • Rhythm identification practice (case studies)
  • Critical-thinking applications

Contents:
Chapter 1: Electrocardiography
Chapter 2: The Cardiovascular System
Chapter 3: The Electrocardiograph
Chapter 4: Performing an ECG
Chapter 5: Rhythm Strip Interpretation and Sinus Rhythms
Chapter 6: Atrial Dysrhythmias
Chapter 7: Junctional Dysrhythmias
Chapter 8: Heart Block Dysrhythmias
Chapter 9: Ventricular Dysrhythmias
Chapter 10: Bundle Branch Block
Chapter 11: Pacemaker Rhythms
Chapter 12: Cardiac Stress Testing
Chapter 13: Ambulatory Monitoring
Chapter 14: Clinical Presentation and Management of the Cardiac Patient
Chapter 15: Basic 12 Lead ECG Interpretation
Appendix A: Cardiovascular Medications
Appendix B: Standard and Isolation Precautions
Appendix C: Medical Abbreviations, Acronyms, and Symbols
Appendix D: Anatomical Terms
Appendix E: Glossary
Overview:
Interpreting ECGs: A Practical Approach, 3rd edition, uses an easy-to-understand, how-to approach to develop solid ECG analysis and recognition skills. Learn how to measure waveforms, segments and interval durations to determining heart rates and types of irregularity.

Features:
- Realistic ECG Tracings and lead strips: Five hundred practice tracings including over eighty 12-lead strips facilitate learning how to interpret ECGs.
- Focus on key ECG characteristics: Tables, illustrations, and text teach the key characteristics of each dysrhythmia and cardiac condition enabling the practitioner to recognize and interpret any ECG tracing.
- Dysrhythmia illustrations: Illustrations for each dysrhythmia show how dysrhythmias develop and reinforce learning.
- Two different approached to recognizing dysrhythmias: An explanation of how to recognize dysrhythmias by both point of origin and dysrhythmia type caters to different learning styles.

Contents:
Chapter 1: Anatomy and Electrophysiology of the Heart
Chapter 2: The Electrocardiogram
Chapter 3: Analyzing the Electrocardiogram
Chapter 4: Heart Rate
Chapter 5: Regularity
Chapter 6: P Waves
Chapter 7: QRS Complexes
Chapter 8: PR Intervals
Chapter 9: ST Segments, T Waves, QT Intervals, and U Waves
Chapter 10: Heart Disease
Chapter 11: Overview of Dysrhythmias
Chapter 12: Sinus Dysrhythmias
Chapter 13: Atrial Dysrhythmias
Chapter 14: Junctional Dysrhythmias
Chapter 15: Ventricular Dysrhythmias
Chapter 16: AV Heart Blocks
Chapter 17: Pacemakers and Implanted Cardioverter-Defibrillators
Chapter 18: Overview of 12-Lead ECGs and Electrical Axis
Chapter 19: Myocardial Ischemia, Injury, and Infarction
Chapter 20: Bundle Branch Block
Chapter 21: Atrial Enlargement and Ventricular Hypertrophy
Chapter 22: Other Cardiac Conditions and the ECG
Chapter 23: Putting It All Together
Overview:
This hands-on course is offered as an online, integrated EHR and practice management program through McGraw-Hill Connect. It uses the latest technology to better connect professors to their students, and students to the information and customized resources they need to master a subject. It includes a variety of digital learning tools that allow professors to easily customize courses and allow students to master content and succeed in the course.

Here’s what you can expect from the Worktext: An introduction to Greenway Health Prime Suite®, an ONC-ATCB-Certified online EHR and practice management interoperable solution. The book covers the key topics for EHR, including Meaningful Use Stage 2 and ICD-10, with simulated PrimeSUITE exercises in Connect as the vehicle to demonstrate those topics. Attention is paid to providing the “why” behind each task so the reader can accumulate transferable skills.

Features:
- Meaningful Use Phase 2
- Updated content related to current legislation, regulations, and technologies, such as application programming interfaces
- Continuity of care document interfaces
- Value-based medicine
- ICD-10-CM and ICD-10-PCS, CPT, and HCPCS are the focus of the coding coverage
- New Critical Thinking Scenarios and Case Studies are incorporated into text chapters and/or Connect
- Applying Your Skills scenarios found in each chapter provide realistic hands-on practice
- Additional Prime Suite exercises have been added to Connect
Overview:

*Health Information Management and Technology* (HIM&T) charts a path for success in the ever-evolving health information field. The product covers the key information today’s students need to know to be prepared for the careers of tomorrow, all in an accessible, engaging format correlated to current HIM standards. HIM&T is available with a wide variety of digital learning tools—from Connect to LearnSmart® and SmartBook®—allowing instructors to easily customize their courses to craft a learning environment adapted to help every student succeed.

Features:

HIM&T is suitable for health information management and technology courses at a variety of levels, from associate’s degree and certificate programs to bachelor’s degree programs, both in the classroom and online. Health information management, technology, and informatics are discussed side by side, giving the student a realistic idea of how these fields interact in today’s healthcare climate. “A Day in the Life” features offer thought-provoking cases that link the theory behind health information management and technology to accurate real-life scenarios. Make study time more effective and efficient for your students with McGraw-Hill’s revolutionary adaptive study tools—LearnSmart and SmartBook. Whether they are reviewing or reading, these products create a personalized learning experience for each student, suggesting content based on what they know and don’t know. Connect offers reports and user-friendly course building to PowerPoints, instructor’s manuals, and more.

Contents:

**Chapter 1:** Healthcare in the United States

**Chapter 2:** Functions, Careers, and Credentials of the HI Professional

**Chapter 3:** Health Informatics and HIM Shaping the Evolving Healthcare System

**Chapter 4:** Maintaining Health Records: An Overview

**Chapter 5:** External Forces: Regulatory and Accreditation Influences

**Chapter 6:** The Active Health Record in Acute Care Settings

**Chapter 7:** The Post-Discharge Health Record

**Chapter 8:** The Electronic Health Record: Meaningful Use of Patient Records

**Chapter 9:** Privacy and Security of Digital Records

**Chapter 10:** The Patient’s Role in Healthcare

**Chapter 11:** Expanding Roles and Functions of the HIM and HI Professional
Math and Dosage Calculations for Healthcare Professionals
Edition: 5
Kathryn Booth & James Whaley, ©2016

ISBN: 0073513806 / 9780073513805
Connect® Access Card: 1259166694
Combo Text and Connect Access Card: 1259386864
ALEKS® Prep for Math & Dosage Access Card: 0077481038
Combo Text, Connect Access Card, ALEKS Prep for Math & Dosage Access Card: 1259571912
Combo Text, ALEKS Prep for Math & Dosage Access Card: 1259571904

Overview:
McGraw-Hill has a clear digital advantage in Math and Dosage Calculations to prepare students with a strong math foundation by offering Connect, which includes math, terminology, dosage calculations, interactive exercises, and an e-book—a complete course solution. 3D Animations covering pathophysiology and pharmacology, as well as a newly filmed Medication Administration Video series, are also in Connect with pre-, during, and post-assessment.

Features:
• NEW! From basic math skills to critical dosage calculations, Math & Dosage Calculations, 5th edition, introduces the concepts and skills students need to move forward with their chosen health profession.
• NEW! Comprehensive coverage of three methods for students to learn calculations: Proportion, Dimensional Analysis, and Formula Method. Students can select the method that best suits their learning style.
• NEW! Connect Allied Health makes online assignments even more convenient for your students. Connect Allied Health provides students with online assignments and assessments, plus 24/7 online access to an e-book—an online edition of your textbook—to aid them in successfully completing their work, wherever, and whenever they choose.
• SmartBook® and LearnSmart®, McGraw-Hill’s adaptive learning tools. LearnSmart is the most widely-used adaptive learning resource proven to strengthen memory recall, improve course retention, and boost grades. Fueled by LearnSmart, SmartBook is the first and only adaptive reading experience available today.

Cont. on next page ➤
• **NEW! BODY ANIMAT3D!** Animations covering the most difficult concepts in anatomy, physiology, pathophysiology, and pharmacology are available through Connect. This series, created in a partnership with Nucleus Medical Media, offers more minutes of animated content than a typical Hollywood feature-length movie. Nucleus Medical Media is the Internet’s leading creator of 3D medical animations. In addition to enabling students to learn and visualize difficult concepts, the Body ANIMAT3D series features pre-, during, and post-assessment with every animation. These assessments are leveled to the Revised Bloom’s Taxonomy. Several animations feature built-in interactive exercises to further reinforce particularly challenging concepts.

• **NEW! ALEKS Prep for Math & Dosage Calculations!** Students navigate learning paths based on their level of readiness. ALEKS Prep will build your student’s knowledge, so all students are at the same prepared level for your course. Instructors will spend less time reviewing math and more time teaching dosage calculations.

• **NEW!** Robust instructor resources provide teaching suggestions, lesson plans, asset maps, certification competency correlations, PowerPoint presentations with teaching notes, and exam questions linked to learning outcomes.

**Contents:**

**Chapter 1:** Fractions  
**Chapter 2:** Decimals  
**Chapter 3:** Relationships of Quantities: Percents, Ratios, and Proportions  
**Chapter 4:** Metric System  
**Chapter 5:** Other Systems of Measurement  
**Chapter 6:** Converting Units  
**Chapter 7:** Temperature and Time  
**Chapter 8:** Equipment for Dosage Measurement  
**Chapter 9:** Interpreting Medication Orders  
**Chapter 10:** Interpreting Medication Labels and Package Inserts  
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**Chapter 12:** Methods of Dosage Calculations  
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**Comprehensive Evaluation**  
**Answer Key**  
**Glossary**
Medical Assisting: Administrative and Clinical Procedures with A&P
Edition: 7
Kathryn Booth, Leesa Whicker, & Terri Wyman, ©2021
ISBN: 1259608549 / 9781259608544

Previous Edition
©2017
ISBN: 1259197743 / 9781259197741

Overview:
The medical assisting profession is soaring to new heights with the expansion and diversity of roles and changes in the healthcare environment. Today’s medical assistants must juggle many tasks in the medical office to keep up with the changes. The seventh edition of Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology was updated to help students, as well as instructors, learn these ever-changing tasks and stay current in the healthcare environment.

Features:
• Dozens of BWW EHR documentation/progress note examples in both clinical and administrative chapters.
• Over 100 EHRClinic electronic health record exercises.
• Thirteen math and dosage videos and questions located as assignments in Connect®.
• Soft Skills Success exercises located with the Chapter Review that test employability skills and link students to related modules in Practice Medical Office (PMO) and Application-Based Activities (ABAs).
• Brand new level heading in all of the anatomy and physiology chapters titled Diagnostic Exams and Test.
• New! Medical Terminology Practice feature with the anatomy and physiology chapters to bring further understanding of the power of the construction and deconstruction of medical terms, as well as corresponding practice questions in the Chapter Review.
• Corresponding practice of anatomy and physiology with Practice Atlas in Connect.

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Chapter 1: Introduction to Medical Assisting
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Chapter 3: Professionalism and Success
Chapter 4: Interpersonal Communication
Chapter 5: Legal and Ethical Issues

UNIT 2: SAFETY AND THE ENVIRONMENT
Chapter 6: Infection Control Fundamentals
Chapter 7: Safety and Patient Reception
Chapter 8: Office Equipment and Supplies
Chapter 9: Examination and Treatment Areas

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Chapter 7: Assisting in Geriatrics
Chapter 8: Assisting in Other Medical Specialties
Chapter 9: Assisting in Eye and Ear Care
Chapter 10: Assisting with Minor Surgery
UNIT 2: DIAGNOSTICS
Chapter 11: Orientation to the Lab
Chapter 12: Microbiology and Disease
Chapter 13: Processing and Testing Urine and Stool Samples
Chapter 14: Collecting, Processing, and Testing Blood Specimens
Chapter 15: Electrocardiography and Pulmonary Function Testing
Chapter 16: Diagnostic Imaging
UNIT 3: ASSISTING IN THERAPEUTICS
Chapter 17: Principles of Pharmacology
Chapter 18: Math and Dosage Calculations
Chapter 19: Medication Administration
Chapter 20: Physical Therapy and Rehabilitation
Chapter 21: Nutrition and Health
UNIT 4: MEDICAL ASSISTING PRACTICE
Chapter 22: Practice Management
Chapter 23: Emergency Preparedness
Chapter 24: Preparing for the World of Work
Medical Assisting Review: Passing The CMA, RMA, and CCMA Exams
Edition: 6
Jahangir Moini, ©2018

ISBN: 1259592936
VitalSource e-book: 1259989674
Connect® Access Card: 1259989690
Package w/ Connect: 1260037436

Overview:
Achieving success has never been easier with the new edition of Medical Assisting Review: Passing the CMA, RMA, and CCMA Exams. Your students will confidently master the competencies needed for certification with this user-friendly approach and a variety of practice exams. Now available with McGraw-Hill’s revolutionary adaptive learning technology—LearnSmart®! Your students will study effectively, spending more time on topics they don’t know and less time on the topics they do. Succeed with LearnSmart and join the learning revolution to achieve certified success!

Features:
• Learning Outcomes have been added to the beginning of every chapter.
• CCMA Competencies have been added to competency chart at the beginning of every chapter.
• Connect features four new additional exams.
• NEW! Practice Medical Office is integrated in Connect for professionalism and soft skills practice.

Contents:
Chapter 1: The Profession of Medical Assisting
Chapter 2: Medical Terminology
Chapter 3: Anatomy and Physiology
Chapter 4: Pathophysiology
Chapter 5: Microbiology
Chapter 6: General Psychology
Chapter 7: Nutrition and Health Promotion
Chapter 8: Medical Law and Ethics
Chapter 9: Reception, Correspondence, Mail, Telephone Techniques, and Supplies
Chapter 10: Appointments, Scheduling, Medical Records, Filing, Policies, and Procedures
Chapter 11: Communication in the Medical Office
Chapter 12: Keyboarding and Computer Applications
Chapter 13: Financial Management
Chapter 14: Medical Insurance
Chapter 15: Medical Coding
Chapter 16: Blood-Borne Pathogens and Principles of Asepsis
Chapter 17: Preparing the Patient
Chapter 18: Vital Signs and Measurement
Chapter 19: Pharmacology
Chapter 20: Administration of Medication
Chapter 21: Electrocardiography
Chapter 22: Diagnostic Imaging
Chapter 23: Physical Therapy
Chapter 24: Medical Emergencies and First Aid
Chapter 25: Clinical Laboratory
Overview:
Provide your students with the most efficient learning tool created specifically to help them achieve a successful career in medical coding. Instruction is presented in easy-to-understand language with numerous examples. Hands-on practice encourages critical thinking using realistic physician documentation from both outpatient and inpatient facilities. Students are guided to select the most appropriate codes for diagnoses, procedures, and ancillary services.

The Safian/Johnson Medical Coding series allows you to select the solution that best fits your curriculum. Select from the following options:
• Let’s Code It! for comprehensive coverage of ICD-10-CM/PCS, CPT®, and HCPCS
• Let’s Code It! ICD-10-CM for coverage of diagnosis coding
• Let’s Code It! ICD-10-CM/PCS for coverage of ICD-10-CM and ICD-10-PCS coding
• Let’s Code It! Procedure for coverage of CPT, HCPCS, and ICD-10-PCS coding
• You Code It! Abstracting Case Studies Practicum, 3e, for extensive coding practice with realistic case studies

These products provide students with the medical coding experience needed to pass their first medical coding certification exams, such as the CCS/CCS-P or CPC/CPC-H. The products offer a variety of practice opportunities by reinforcing the learning outcomes in every chapter. The chapter materials are organized in short bursts of text followed by practice—keeping students active and coding! Answer keys and Connect® case studies will be updated annually when new code sets are released.

Features:
• The coding chapters in Parts II–V include real-life scenarios, as well as physician documentation mainly in the form of procedure notes and operative reports (both inpatient and outpatient) for students to practice abstracting and coding.
• Let’s Code It! Scenarios encourage students to use critical-thinking skills throughout the coding process to determine the correct code.
• You Code It! Case Studies provide students with hands-on practice coding scenarios and case studies throughout each chapter.
• You Interpret It! Questions present additional opportunities to use critical-thinking skills to identify details required for accurate coding.
• Chapter Reviews include assessments of chapter concepts: Let’s Check It! Terminology, Let’s Check It! Concepts, Let’s Check It! Guidelines, Let’s Check It! Rules and Regulations, You Code It! Basics, You Code It! Practice Case Studies, You Code It! Application Case Studies.
• Examples are included throughout each chapter to help students make the connection between theoretical and practical coding. Coding Bites highlight key concepts and tips to further support understanding and learning.
• Guidance Connection features point to the specific Official Guideline applicable for the concept being discussed.
• Capstone Chapters come at the end of Parts II–V with 15 additional real-life outpatient and inpatient case studies to help students synthesize and apply what they have learned through hands-on coding practice with each code set.
Medical Coding, cont.

You Code It! Abstracting Case Studies Practicum
Edition: 3
Shelley Safian & Mary Johnson, ©2017

ISBN: 0078020727 / 9780078020728
Connect® Access Card: 1259663132
Text w/ Connect Access Card Package: 781259706370

<table>
<thead>
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<th>Code Set Manuals ISBNs</th>
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<tr>
<td>2020 CPT® Professional</td>
<td>1264185359</td>
</tr>
<tr>
<td>2020 AAPC HCPCS Level II Expert</td>
<td>1264185316</td>
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<tr>
<td>2020 AAPC ICD-10-CM Expert</td>
<td>1264185324</td>
</tr>
<tr>
<td>2020 AAPC ICD-10-PCS Expert</td>
<td>1264185332</td>
</tr>
</tbody>
</table>
**Overview:**

*Medical Coding Certification Exam Preparation*, 2nd edition, is designed to aid in the review for medical coding certifications, including AAPC’s Certified Professional Coder (CPC®) exam. While not intended to be an introduction to medical coding, this program provides an extensive review of the topics students need to know for coding certification exams, including coverage of anatomy, medical terminology, and pathophysiology, as well as the concepts, guidelines, and rules of medical coding. Based on their significant teaching experience and affiliations with AAPC, authors Cynthia Stewart and Cynthia Ward bring a fresh approach to preparing for the exam. The program is organized around the principle that students need to learn how to analyze cases and how to then translate services, procedures, and diagnoses from those cases into codes. The importance of understanding and knowing how to locate and use the guidelines inherent in the ICD-10, CPT®, and HCPCS coding manuals is emphasized throughout the program with the use of Spotlights and Mentor Coding Tips. Each chapter contains questions similar to those found on the CPC exam. In addition, each of the five units of the book ends with a Unit Exam, meant to be a cumulative review. Finally, the book concludes with a comprehensive practice exam on the use of ICD-10-CM codes. Additional practice is available through Connect, McGraw-Hill’s online assignment and assessment tool.

**Features:**

- **NEW!** ReadAnywhere app: Empower students by giving them mobile freedom to access their e-book anywhere, even offline, on their smartphone or tablet. Students appreciate the convenience of the app and that it is free with the purchase of Connect.
- Emphasizes the most difficult coding concepts and guidelines included in coding certification exams.
Overview:
AAPC Official CPC Certification Study Guide is specifically designed to help individuals prepare for the CPC exam. 20 chapters will guide you through a review of anatomy and terminology, ICD-10, HCPCS, and CPT® coding for each body system, E/M coding anesthesia, radiology, pathology/laboratory, and appropriate use of modifiers. This covers all the content sections found on the exam and will provide you with testing tips for taking the AAPC’s CPC exam. This study guide is not an introduction to coding but a review of coding concepts.

Features:
- Anatomy and medical terminology review
- Practical examples
- Testing techniques for CPC exam
- Questions designed to mimic the CPC certification exam
- Each chapter includes ten review questions geared to test important coding concepts
- Study guide written by same task force who wrote the CPC exam
- 200+ test your knowledge questions with answers and rationales

Contents:

Chapter 1: The Business of Medicine
Chapter 2: Medical Terminology and Anatomy Review
Chapter 3: Introduction to ICD-10-CM
Chapter 4: Introduction to CPT®, Surgery Guidelines, HCPCS Level II, & Modifiers
Chapter 5: Integumentary System
Chapter 6: Musculoskeletal System
Chapter 7: Respiratory, Hemic, & Lymphatic; Mediastinum, and Diaphragm
Chapter 8: Cardiovascular System
Chapter 9: Digestive System
Chapter 10: Urinary System and Male Genital System
Chapter 11: Female Reproductive System
Chapter 12: Endocrine and Nervous System
Chapter 13: Eye and Ocular Adnexa, Auditory Systems
Chapter 14: Anesthesia
Chapter 15: Radiology
Chapter 16: Pathology and Laboratory
Chapter 17: Evaluation and Management
Chapter 18: Medicine
Chapter 19: Tips for Taking an AAPC Certification Exam
Chapter 20: Test Your Knowledge
Appendix A: Answers and Rationales for Chapter Review Questions
Appendix B: Answers and Rationales for Test Your Knowledge
Index
Overview:
Medical Coding Workbook for Physician Practices and Facilities, 8th edition, builds coding expertise by providing thorough practice, tips, and reinforcement in code selection and linkage. This supplementary workbook offers extensive opportunities for students to practice ICD-10-CM and ICD-10-PCS (diagnoses) and CPT/HCPCS (procedures) coding using the standard code reference manuals. Unique coding linkage coverage reviews and practices reporting diagnosis and procedures codes correctly together for compliant coding. The exercises build from one-line diagnostic/procedural statements to case studies. The workbook also contains three comprehensive examinations covering ICD-10-CM, ICD-10-PCS, CPT/HCPCS, and Code Linkage topics.

Features:
New Features:
- Includes the latest ICD and CPT codes
Retained Features:
- Part 3 includes facility coding coverage.
- Coding Tips reinforce coding guidelines.
- Case Studies: Each section contains case studies to provide practice coding from medical documentation.
- Review and Practice: Updated Coding Compliance Coverage provides review and practice so students learn to link diagnosis and procedure codes correctly. Coding Quizzes test students’ understanding of guidelines and prepare students for the coding certification exams.
- Answers to workbook exercises are available on the password-protected Instructor’s site on the Valerius/Medical Insurance Instructor Resources page in Connect®.
- This Coding Workbook can be used with any coding or medical insurance text that teaches coding, including Valerius: Medical Insurance, 8e (ISBN 1259608557).

Contents:
Part 1: ICD-10-CM
Part 2: CPT and HCPCS
Part 3: Coding Linkage and Compliance
Appendix A: ICD-10-CM Guidelines for Coding and Reporting Outpatient Services
Appendix B: CPT Modifiers: Description and Common Use in Main Text Sections
Overview:
The 8th edition of *Medical Insurance: A Revenue Cycle Process Approach* emphasizes the revenue cycle—ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. The cycle shows how administrative medical professionals “follow the money.” Medical insurance specialists must be familiar with the rules and guidelines of each health plan in order to submit proper documentation, which then ensures that offices receive maximum, appropriate reimbursement for services provided. Learn the skills you need for your health professions career using multiple digital resources. Read and study the content more effectively—spending more time on topics you don’t know and less time on the topics you do by using SmartBook®, McGraw-Hill’s revolutionary adaptive learning technology.

Features:
- McGraw-Hill Connect includes all End-of-Section and End-of-Chapter questions, as well as simple interactives for each chapter.
- Claims case studies can be completed with one of three methods: (1) paper CMS-1500 form, (2) CMS-1500 form activities in Connect, or (3) NEW! EHRclinic—McGraw-Hill's EHR tool included in Connect with data already prepopulated to allow focus on the key tasks of each exercise.
- The text-specific workbook provides both review and applications learned in the textbook. The workbook is learning-outcomes based. In addition to claims completion case studies, applications include math and communication skills development.
- Extensive instructor resources are available, including the Instructor’s Manual, Electronic Test Bank, PowerPoint Slides, Sample Syllabi, Competency Correlations, and an asset map.
- Updates include key terms, Thinking It Through features, HIPAA/HITECH compliance (such as texting, MBIs, HHS Breach Notifications, and Notice of Privacy Practices), high-deductible health plan, and out-of-pocket limits for metallic plans.

*Cont. on next page*
Contents:

PART 1: WORKING WITH MEDICAL INSURANCE AND BILLING

Chapter 1: Introduction to the Revenue Cycle
Chapter 2: Electronic Health Records, HIPAA, and HITECH: Sharing and Protecting Patients’ Health Information
Chapter 3: Patient Encounters and Billing Information

PART 2: CLAIM CODING

Chapter 4: Diagnostic Coding: Introduction to ICD-10-CM
Chapter 5: Procedural Coding: CPT and HCPCS
Chapter 6: Visit Charges and Compliant Billing

PART 3: CLAIMS

Chapter 7: Health Care Claim Preparation and Transmission
Chapter 8: Private Payers/ACA Plans
Chapter 9: Medicare
Chapter 10: Medicaid

Chapter 11: TRICARE and CHAMPVA
Chapter 12: Workers’ Compensation and Disability/ Automotive Insurance

PART 4: CLAIM FOLLOW-UP AND PAYMENT PROCESSING

Chapter 13: Payments (RAs), Appeals, and Secondary Claims
Chapter 14: Patient Billing and Collections
Chapter 15: Primary Case Studies
Chapter 16: RA/Secondary Case Studies

PART 5: HOSPITAL SERVICES

Chapter 17: Hospital Billing and Reimbursement

Appendix A: Place of Service Codes
Appendix B: Professional Websites
Appendix C: Forms

Abbreviations
Glossary
Index
Overview:
Law and Ethics: For Health Professions explains how to navigate the numerous legal and ethical issues health care professionals face every day. Topics are based upon real-world scenarios and dilemmas from a variety of health care practitioners. Through the presentation of Learning Outcomes, Key Terms, From the Perspective of, Ethics Issues, Chapter Reviews, Case Studies, Internet Activities, Court Cases, and Videos, students learn about current legal and ethical problems and situations. In the ninth edition, material has been revised to reflect the current health care environment. As students progress through the text, they will get the opportunity to use critical-thinking skills to learn how to resolve real-life situations and theoretical scenarios and to decide how legal and ethical issues are relevant to the health care profession in which they will practice.

New Features:
- New coverage on meaningful use, healthcare and social media, telemedicine
- Security requirements for healthcare records and security breaches
- Connect includes Video Case Scenarios:
  - Assignable
  - Includes critical-thinking questions

Contents:
PART 1: THE FOUNDATIONS OF LAW AND ETHICS
Chapter 1: Introduction to Law and Ethics
Chapter 2: Making Ethical Decisions
Chapter 3: Working in Health Care
Chapter 4: Law, the Courts, and Contracts
CARE PART 2: LEGAL ISSUES FOR WORKING HEALTH PRACTITIONERS
Chapter 5: Professional Liability
Chapter 6: Defenses to Liability Suits

Chapter 7: Medical Records and Health Information Technology
Chapter 8: Privacy, Security, and Fraud
PART 3: PROFESSIONAL, TRANSITIONAL, AND SOCIETAL HEALTH CARE ISSUES
Chapter 9: Public Health Responsibilities of Health Care Practitioners
Chapter 10: Workplace Legalities
Chapter 11: The Beginning of Life and Childhood
Chapter 12: Death and Dying
Chapter 13: Stakeholders, Costs, and Patients’ Rights
Overview:
Thoroughly revised and updated, Medical Office Procedures is a text-workbook that introduces and describes the tasks of a medical office assistant’s career, including: records management, medical communications, and scheduling skills, and describes procedures for preparing patients’ charts and bills. Practice management, electronic health records, and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Managerial skills are also included.

Features:
- NEW for the Ninth Edition:
  • Medisoft v20 simulated exercises in Connect
  • Coding update for ICD-10, CPT®, HCPCS
- Skills and procedures:
  • Records management
  • Medical communications
  • Appointment scheduling
  • Practice management/insurance
  • Electronic Health Records
  • Office finances
  • Telephone skills
  • Practice dictation
- NEW! Practice Medical Office integrated in Connect for additional professionalism and soft skills practice

Contents:
PART 1: THE ADMINISTRATIVE MEDICAL ASSISTANT’S CAREER
Chapter 1: The Administrative Medical Assistant
Chapter 2: Medical Ethics, Law, and Compliance
PART 2: ADMINISTRATIVE RESPONSIBILITIES
Chapter 3: Office Communications: An Overview of Written and Verbal Communication
Chapter 4: Office Communications: Phone, Scheduling, and Mail
Chapter 5: Managing Health Information
Chapter 6: Office Management
PART 3: PRACTICE FINANCIALS
Chapter 7: Insurance and Coding
Chapter 8: Billing, Reimbursement, and Collections
Chapter 9: Practice Finances
PART 4: PREPARING FOR EMPLOYMENT
Chapter 10: Preparing for Employment in the Medical Office
Appendix A: Introduction to Medisoft
Appendix B: Transcription Guidelines
Appendix C: ICD-9-CM Information Glossary
Medical Terminology

Medical Language for Modern Health Care
Edition: 4
David Allan & Rachel Basco, ©2019
ISBN: 007782072X / 9780077820725
Connect® Access Card: 1259989879 / 9781259989872
Package w/ Connect: 1260267091 / 9781260267099

Overview:
Medical Language for Modern Health Care, 4th edition, uses a Contextual Learning approach to introduce medical terminology within a healthcare environment. Chapters are broken into lessons that present and define terminology through the context of A&P, pathology, diagnostic, and therapeutic procedures, as well as pharmacology. The text is set up to cover one topic at a time, offering contextual content, tables, and exercises all in one place. Word Analysis and Definition Tables provide a color-coded guide to word parts deconstruction, definitions, and pronunciations. Chapters covering Geriatrics, Oncology, Radiology, and Pharmacology offer comprehensive coverage. With unfolding patient case studies and documentation, students are introduced to various roles in the healthcare environment, illustrating the real-life application of medical terminology.

Features:
• Linguistic approach
• Understanding prefix, suffix, root, end, word meaning
• SOAP notes for application
• Complete audio book in Connect
• Auto-graded exercises
• Students can record audio pronunciations for practice
• SmartBook® with Learning Resources
• Student StudyWise app for on-the-go studying

NEW for 4e:
• Reorganized with Bones and Muscles split into two chapters
• Lessons organized to present structure, function, disorders, procedures, and pharmacology
• Exercises within the text directly correlated with assignable, auto-graded activities in Connect for more efficient and productive active learning
• SmartBook adapted reading is enhanced with learning resources created based on the assessment of more than 6,000 students from previous editions

Contents:
Chapter 1: The Anatomy of Medical Terms
Chapter 2: Word Analysis and Communication
Chapter 3: The Body as a Whole

Chapter 4: Integumentary System
Chapter 5: Digestive System
Chapter 6: Urinary System

Cont. on next page ➤
Medical Terminology, cont.

- **Chapter 7**: Male Reproductive System
- **Chapter 8**: Female Reproductive System
- **Chapter 9**: Nervous System
- **Chapter 10**: Cardiovascular System
- **Chapter 11**: Blood
- **Chapter 12**: Lymphatic and Immune System
- **Chapter 13**: Respiratory System
- **Chapter 14**: Skeletal System
- **Chapter 15**: Muscles, Tendons, Physical Medicine
- and Rehabilitation
- **Chapter 16**: Special Senses of the Eye and Ear
- **Chapter 17**: Endocrine System
- **Chapter 18**: Mental Health
- **Chapter 19**: Geriatrics (NEW)
- **Chapter 20**: Cancer (Oncology) (NEW)
- **Chapter 21**: Radiology and Nuclear Medicine (NEW)
- **Chapter 22**: Pharmacology (NEW)

### Choosing a Medical Terminology Text

<table>
<thead>
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<th>A&amp;P Approach</th>
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<th>2-Semester</th>
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<td><strong>Brief</strong></td>
<td>Bostwick, 1e Medical Terminology: Learning Through Practice</td>
<td>Allan, 4e Essentials of Medical Language</td>
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<td><strong>Linguistic (Word Part) Approach</strong></td>
<td>Jones, 2e Medical Terminology Accelerated</td>
<td>Jones, 2e Acquiring Medical Language</td>
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</table>
Overview:
Master medical terminology with every turn of the page! Essentials of Medical Language presents new medical terminology to students in manageable quantities via short lessons and a two-page spread format. This edition offers a completely redesigned learning experience through larger, more focused art and revised table of contents. Students will feel a new sense of engagement and motivation through Case Reports and a wide variety of exercises throughout the chapters. As a final improvement to this textbook, professors will discover a total revamp from top to bottom, providing them with a text that is shorter and stronger, more visual, and with more questions and exercises for students to practice.

Features:
Connect with:
- The interactive e-book
- Instructor grade reporting
- LearnSmart®: Medical Terminology
- StudyWise, a personalized mobile application that takes flashcard-style studying to a new level

The following question types:
- Abbreviations to Terms
- Animations
- Audio Definitions
- Audio Dictation
- Audio Messages
- Audio Spellings
- Definitions
- Labeling Exercises
- Medical Document Exercises
- Scheduling
- Plurals
- Proofreading
- Terms to Abbreviations
- Word Analysis
- Word Elements
- Word Element Definitions

Cont. on next page ➤
Contents:

Chapter 1: The Anatomy of Medical Terms: The Essential Elements of the Language of Medicine

Chapter 2: The Body as a Whole, Cells, and Genes: The Essentials of the Languages of Anatomy and Genetics

Chapter 3: The Integumentary System: The Essentials of the Language of Dermatology

Chapter 4: The Skeletal System: The Essentials of the Language of Orthopedics

Chapter 5: Muscles and Tendons: The Essentials of the Languages of Orthopedics and Rehabilitation

Chapter 6: The Cardiovascular and Circulatory Systems: The Essentials of the Language of Cardiology

Chapter 7: The Blood, Lymphatic, and Immune Systems: The Essentials of the Languages of Hematology and Immunology

Chapter 8: The Respiratory System: The Essentials of the Language of Pulmonology

Chapter 9: The Digestive System: The Essentials of the Language of Gastroenterology

Chapter 10: The Nervous System and Mental Health: The Essentials of the Languages of Neurology and Psychiatry

Chapter 11: Special Senses of the Eye and Ear: The Essentials of the Languages of Ophthalmology and Otology

Chapter 12: The Endocrine System: The Essentials of the Language of Endocrinology

Chapter 13: The Urinary System: The Essentials of the Language of Urology

Chapter 14: The Male Reproductive System: The Essentials of the Language of the Male Reproductive System

Chapter 15: The Female Reproductive System: The Essentials of the Language of Gynecology and Obstetrics

Chapter 16: Infancy to Old Age: The Languages of Pediatrics and Geriatrics

Appendix A: Word Parts and Abbreviations

Appendix B: Diagnostic and Therapeutic Procedure

Appendix C: Pharmacology

Glossary, Credits, and Index
Overview:

*Medical Terminology: Learning Through Practice* is designed to direct the study of medical terminology by taking students through an organized approach to step-by-step learning. Author Paula Bostwick has invested her time, research, and talents to help your students succeed in learning medical terminology. The format of each chapter is designed to guide students through steps that lead to a full understanding of the medical terminology. Chapters are divided into seven sections:

1. Major Structure and Function Terms
2. Word Building
3. Diagnostic, Procedural, and Laboratory Terms
4. Pathological Terms
5. Surgical Terms
6. Pharmacological Terms
7. Abbreviations

Furthermore, within each section is a four-part exercise progression. This progression offers self-study questions that lead to an in-depth understanding of the material:

a. Pronounce and Define
b. Spell and Define
c. Understand
d. Apply

Features:

- Engaging four-color design draws students’ attention to key concepts
- More than 400 enhanced photos and line art images bring medical terminology to life
- Prefixes and suffixes are each covered in their own chapters
- Each learning outcome is correlated to a section number to direct focus on key content

Cont. on next page ➤
Medical Terminology, cont.

- Progressed exercises appear throughout the text, correlated to each major section, in the format of Structure and Function terms, Word Building terms, Diagnostic terms, Pathological terms, Surgical terms, Pharmacological terms, and Abbreviations. Using pronunciation, spelling, labeling, multiple choice, matching, and case study questions, these exercises enhance student learning.
- Summary table in each chapter restates the learning outcomes and provides corresponding summary points for each.
- End-of-chapter exercises are built using the exercise progression introduced throughout the text.

**Digital Features:**
- SmartBook® with Learning Resources
- Auto-graded exercises in Connect® complement the text, written by a dedicated digital author
- The ability to record audio pronunciations for practice
- StudyWise, a personalized mobile application that takes flashcard-style studying to a new level

**Contents:**

**Chapter 1:** Learning Terminology, Word Roots, and Combining Forms
**Chapter 2:** Prefixes
**Chapter 3:** Suffixes
**Chapter 4:** The Human Body: An Orientation
**Chapter 5:** The Integumentary System
**Chapter 6:** The Musculoskeletal System
**Chapter 7:** The Nervous System
**Chapter 8:** The Sensory System
**Chapter 9:** The Endocrine System

**Chapter 10:** The Blood System
**Chapter 11:** The Cardiovascular System
**Chapter 12:** The Respiratory System
**Chapter 13:** The Lymphatic System and Body Defense
**Chapter 14:** The Digestive System and Body Metabolism
**Chapter 15:** The Urinary System
**Chapter 16:** The Male Reproductive System
**Chapter 17:** The Female Reproductive System
Acquiring Medical Language
Edition: 2
Steven Jones & Andrew Cavanagh, ©2019

ISBN: 1259638162 / 9781259638169
Connect® Access Card: 1260048985 / 9781260048988
Package w/ Connect: 1260267024 / 9781260267020

Overview:
Acquiring Medical Language, 2nd edition, is language focused. This text introduces students to roots with illustrations of body systems, and surrounds that information with term blocks that include specific word roots, examples containing that root, and interesting facts to make the information more memorable. This exposes students to all the relevant information (the root, its meaning, its use), so they see how it relates to other roots in the context of the body system. Each chapter is structured around the SOAP framework. After introducing the student to the important roots relevant to the body system, important medical terms are presented to students under the following learning objectives: S (Subjective)—Patient History, Problems, Complaints; O (Objective)—Observation and Discovery; A (Assessment)—Diagnosis and Pathology; P (Plan)—Treatments and Therapies. The 2nd edition includes the grouping of terms into topic tables within SOAP to help students better understand how terms are related. Examples of topic tables include pathology, pharmacology, radiology, diagnostic procedures, etc.

Features:
• Linguistic approach
• Understanding prefix, suffix, root, end, word meaning
• SOAP notes for application
• Complete audio book in Connect
• Auto-graded exercises
• The ability to record audio pronunciations for practice
• SmartBook® with Learning Resources

NEW for 2e:
• Creation of topic tables within SOAP framework
• Health Professions table added to Chapter 2
• Exercises within the text directly correlate with assignable, auto-graded activities in Connect for more efficient and productive active learning
• Student StudyWise app for on-the-go studying

Contents:
Chapter 1: Introduction to Medical Language
Chapter 2: Introduction to Health Records
Chapter 3: The Integumentary System—Dermatology
Chapter 4: The Musculoskeletal System—Orthopedics
Chapter 5: The Nervous System—Neurology and Psychiatry
Chapter 6: The Sensory System—Ophthalmology and Otolaryngology
Chapter 7: The Endocrine System—Endocrinology

Chapter 8: The Blood and Lymphatic Systems—Hematology and Immunology
Chapter 9: The Cardiovascular System—Cardiology
Chapter 10: The Gastrointestinal System—Gastroenterology
Chapter 11: The Respiratory System—Pulmonology
Chapter 12: The Urinary System—Urology
Chapter 13: The Female Reproductive System—Gynecology, Obstetrics, and Neonatology
Medical Terminology, cont.

Medical Language Accelerated
Edition: 2
Steven Jones & Andrew Cavanagh, ©2021

ISBN: 1260017737 / 9781260017731
Connect® Access Card: 1260471667 / 9781260471663
Package w/ Connect: 1264202512 / 9781264202515

Overview:
Medical Terminology: An Accelerated Approach presents medical terminology not as words to be memorized, but as a language to be learned. The text teaches students to break down words into their composite word parts. Instead of a dictionary full of terms to be memorized, a student equipped with groups of roots, prefixes, and suffixes can easily understand a vast amount of medical terminology regardless of how long or short their course is. Medical Terminology: An Accelerated Approach bridges the gap between the two fields that make up medical terminology—medicine and second-language acquisition. It provides assistance in language skills to equip healthcare professionals to use and understand medical terminology, and gives real-world examples to make their knowledge applicable to working in the world of health care.

Features:
• Card-Based Approach
• SOAP Note Organization
• Realistic Medical Scenarios and Documents
• Lifelike Photos and Illustrations
• Practice Exercises
• Audio Glossary
• Student StudyWise app for on-the-go studying

Contents:
Chapter 1: Introduction to Medical Language
Chapter 2: Introduction to Health Records
Chapter 3: The Integumentary System—Dermatology
Chapter 4: The Musculoskeletal System—Orthopedics
Chapter 5: The Nervous System—Neurology and Psychiatry
Chapter 6: The Sensory System—Ophthalmology and Otolaryngology
Chapter 7: The Endocrine System—Endocrinology
Chapter 8: The Blood and Lymphatic Systems—Hematology and Immunology
Chapter 9: The Cardiovascular System—Cardiology
Chapter 10: The Respiratory System—Pulmonology
Chapter 11: The Gastrointestinal System—Gastroenterology
Chapter 12: The Urinary and Male Reproductive Systems—Urology
Chapter 13: The Female Reproductive System—Gynecology, Obstetrics, and Neonatology
Overview:
Pharmacology: An Introduction, 7th edition, is incredibly readable, with short chapters that link theory to practice, content that is focused on the need-to-know information to not overload the reader, excellent tables and features, such as Patient Administration and Monitoring Boxes, and the most up-to-date drug information. It features revised Learning Outcomes for each chapter, with a more streamlined chapter structure to reflect those updates. Chapter reviews have been revisited to more closely mirror typical exam formats, and a variety of additional exercises are available on Connect. The full suite of instructor materials is available. This text includes Connect, including LearnSmart®: Pharmacology, SmartBook, body system and pharmacology animations, dosage calculations exercises, and more.

Features:
- **NEW!** Updated Learning Outcomes tied to Bloom's Taxonomy and tagged to the streamlined, appropriate headers in the text.
- **NEW!** Instructor support material, including: teaching notes for each learning outcome, ABHES & CAAHEP standards tied to each chapter, 3 discussion topics per chapter tied to learning outcomes, written assignments, group assignments, and web assignments. New PowerPoints with chapter photos, illustrations, tables, and charts. Test Bank with all test items tagged to Bloom's, ABHES, and CAAHEP.

Key Features:
- Connect is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know. Connect contains easy-to-use course management tools that allow instructors to spend less time administering and more time teaching. With Connect, instructors can deliver assignments, quizzes, and tests easily online. Students can practice important skills at their own pace and on their own schedule. Connect for this text features: Dosage calculation exercises for each drug chapter; A&P animations; pharmacology animations; questions in the format of multiple choice, matching, labeling, classification, sequencing, documentation, and more; and an interactive e-book.

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LearnSmart® uses revolutionary adaptive technology to build a learning experience unique to each student’s individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, LearnSmart adapts and adjusts the content based on his or her individual strengths, weaknesses, and confidence, ensuring that every minute spent studying with LearnSmart is the most efficient and productive study time possible. SmartBook® is the first and only adaptive reading experience designed to change the way students read and learn. It creates a personalized reading experience by highlighting the most impactful concepts a student needs. As a student engages with SmartBook, the reading experience continuously adapts by highlighting content based on what the student knows and doesn’t know. This ensures the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material.

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Chapter 2: Pharmacokinetics and Factors of Individual Variation
Chapter 3: Geriatric Pharmacology
Chapter 4: Math Review and Dosage Calculations

PART 2: PHARMACOLOGY OF THE PERIPHERAL NERVOUS SYSTEM
Chapter 5: Introduction to the Autonomic Nervous System
Chapter 6: Drugs Affecting the Sympathetic Nervous System
Chapter 7: Drugs Affecting the Parasympathetic Nervous System
Chapter 8: Drugs Affecting the Autonomic Ganglia
Chapter 9: Skeletal Muscle Relaxants
Chapter 10: Local Anesthetics

PART 3: PHARMACOLOGY OF THE CENTRAL NERVOUS SYSTEM
Chapter 11: Introduction to the Central Nervous System
Chapter 12: Sedative–Hypnotic Drugs and Alcohol
Chapter 13: Antipsychotic and Anxiolytic Drugs
Chapter 14: Antidepressants, Psychomotor Stimulants, and Lithium
Chapter 15: Psychotomimetic Drugs of Abuse
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Chapter 17: Antiparkinson Drugs
Chapter 18: General Anesthetics
Chapter 19: Opioid Analgesics
Chapter 20: Nonopioid Analgesics, Nonsteroidal Antinflammatory Drugs, and Antigout Drugs

PART 4: PHARMACOLOGY OF THE HEART
Chapter 21: Review of Cardiac Physiology and Pathology
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PART 10: ANTINEOPLASTICS AND DRUGS AFFECTING THE IMMUNE SYSTEM
Chapter 45: Antineoplastic Agents
Chapter 46: Immunopharmacology
Overview:

Administering Medications: Pharmacology for Healthcare Professionals teaches safe medication administration to healthcare students entering nursing, medical assisting, and other allied health programs. The instruction encourages students to identify and apply the concepts learned.

New to this Edition:

- Drugs—updated and new drugs added
- PowerPoints—now available in an accessible template with updated key points for each chapter
- Updated fractions and equations—reflect current practice and systems of measurement

Key Features:

- Connect: Students—study more efficiently, retain more and achieve better outcomes. Instructors—focus on what you love—teaching.
- 50 most-frequently prescribed drugs are boldfaced in the Representative Drug tables for easy identification
- Healthcare for Today and Tomorrow boxes alert students to issues or problems that may be encountered on the job
- Patient Education boxes provide important information that should be communicated to patients
- Legal and Ethical Issues illustrate actual legal and ethical situations pertinent to chapter content

Contents:

Chapter 1: Orientation to Medications
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Chapter 3: Measurement and Dosage Calculations
Chapter 4: Administering Parenteral Medications
Chapter 5: Medication Therapy
Chapter 6: Vitamins, Minerals, and Herbs
Chapter 7: Antibiotics, Antifungals, and Antivirals
Chapter 8: Drugs for the Eye and Ear
Chapter 9: Drugs for the Skin
Chapter 10: Drugs for the Cardiovascular System
Chapter 11: Drugs for the Respiratory System
Chapter 12: Drugs for the Gastrointestinal System
Chapter 13: Drugs for the Urinary System and Fluid Balance
Chapter 14: Drugs for the Reproductive System
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Appendix A: Abbreviations
Appendix B: Conversion Tables
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Glossary, Credits, Index
Overview:

Phlebotomy: A Competency-Based Approach, 5th edition prepares users for a national phlebotomy certification examination, as well as providing phlebotomy skills training for healthcare students and healthcare personnel who are interested in mastering additional skills. With phlebotomy’s pedagogy-rich format and plentiful “Check Your Competency” features, you can easily grasp not only essential phlebotomy skills and competencies, but also the critical soft skills needed for a successful transition from classroom to lab.

Features:
- Prepares students for national Phlebotomy certification
- Expanded information about safety and preparedness, infection control
- Additional competency checklists for student practice
- Connect includes:
  - Interactive exercises for labeling, sequencing, classification, and other exercises
  - Comprehensive case studies
  - Video case studies with critical-thinking questions
  - Certification exam readiness exercises

Contents:
Chapter 1: Phlebotomy and Healthcare
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Appendix D: Abbreviations and Symbols Commonly Used in Medical Notations
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Appendix G: ASCLS Code of Ethics and Pledge to the Profession
Appendix H: Competency Checklists (Additional Procedures for Allen Test and Arterial Puncture Included)
Appendix I: Commonly Used Tubes in Order of Draw
Glossary, Credits, and Index
Connect® is a highly reliable, easy-to-use homework and learning management solution that embeds learning science and award-winning adaptive tools to improve student results. Connect learns about students, so students can learn more effectively and instructors can teach more effectively.

SMARTBOOK® 2.0
Adaptive Reading and Learning Experience.

Available within Connect, SmartBook 2.0 is an adaptive learning solution that provides personalized learning to individual student needs, continually adapting to pinpoint knowledge gaps and focus learning on concepts requiring additional study. For instructors, SmartBook 2.0 provides more granular control over assignments with content selection now available at the concept level. SmartBook 2.0 also includes advanced reporting features that enable instructors to track student progress with actionable insights that guide teaching strategies and advanced instruction for a more dynamic class experience.

For more information visit: mheducation.com/highered/connect/smartbook.html

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ReadAnywhere App
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McGraw-Hill is proud to introduce EHRclinic: the educational electronic health record solution that provides the best of both worlds—the experience of working in a live, modern EHR application with the convenience and reliability of simulated educational solutions.

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- integrated—at no additional cost—into Connect® for applicable courses. Connect, McGraw-Hill’s digital teaching and learning environment, saves students and instructors time while improving performance over a variety of critical outcomes.