



**Medical Office Specialist Book List**

<b>Course Name</b>	<b>Book</b>	<b>ISBN</b>	<b>Publisher</b>	<b>Price</b>
Introduction to Windows	Intro to Windows 10	Unpublished information Printed in-house		\$32.00
Word Basic	Microsoft Word 2016 Level 1	978-1-59136-837-3	Labyrinth	\$58.00
Excel Basic	Microsoft Excel 2016 Level 1	978-1-59136-849-6	Labyrinth	\$58.00
Career Development	Job Readiness for Health Professionals 2 <sup>nd</sup> Ed.	978-0-32343-026-5	Elsevier	\$60.95
Medical Terminology	Medical Terminology / Anatomy for Coding 3rd Ed.	978-0-32342-795-1	Elsevier	\$85.95
	Medical Terminology / Anatomy for Coding 3rd Ed. EAL	978-0-32351-154-4	Elsevier	\$42.00
Medical Professional Billing Medical Office Accounting	Insurance Handbook for Medical Office 15th Ed. (Text & Workbook)	978-0-32370-852-4	Elsevier	\$158.00
Medical Coding	Step-by-Step Medcial coding 2019 (Text & Workbook)	978-0-32364-202-6	Elsevier	\$136.00
Electronic Health Records	Electronic Health Records for the Physician Office 2nd Ed.	978-0-32351-146-9	Elsevier	\$63.95
	SimChart for the Medical Office 2019 Ed.	978-0-32364-197-5	Elsevier	\$144.00
Medical Office Procedures	Medical Office Administration 4th Ed.	978-0-32340-075-6	Elsevier	\$106.00
CBCS Prep	Certified Billing & Coding Specialist Online Exam Study Gd	978-1-56533-560-8	NHA	\$48.00
	Certified Billing & Coding Specialist Online Practice Exam	978-1-56533-483-0	NHA	\$39.00

**TOTAL (before tax) \$1,031.85**

*Current Tax Rates: (Program only offered at Fairview Campus)*

Fairview Tax \$86.16

*7.85% Alton Campus, 8.35% Fairview Campus*

**TOTAL \$1,118.01**

*Optional Industry CBCS Exam \$120.00*