



## Healthcare Management Technology Degree Lanier Technical College Library Resources Oakwood Campus, Room 350



### **Contact the Library**

Library Website: <http://www.laniertech.edu/library>

Ask a Librarian: (770) 531-6379 or [ksummey@laniertech.edu](mailto:ksummey@laniertech.edu)

**Start Your Research Here** (Go to [Library web page](#) to view each of these resources)

**CREDO Reference** Use your student ID number for off-campus access.

To access online books, go to the [library web site](#) and click on [Online Resources](#)

- [The American Heritage Medical Dictionary](#)
- [Dictionary of Human Resources and Personnel Management](#)
- [Dorland's Illustrated Medical Dictionary](#)
- [Human Body Book: An Illustrated Guide to its Structure, Function and Disorders](#)
- [Jablonski's Dictionary of Medical Acronyms & Abbreviations](#)
- [Mosby's Dictionary of Medicine, Nursing and Health Professions](#)
- [Mosby's Handbook of Herbs & Natural Supplements](#)
- [Taber's Cyclopedic Medical Dictionary](#) (21<sup>st</sup> ed.)

### **GALILEO**

The following databases and journals are available online through GALILEO. Off-campus access requires a **password**, which may be picked up at the library each quarter, or requested by e-mailing your name and ID # to [ksummey@laniertech.edu](mailto:ksummey@laniertech.edu).

#### **Recommended Databases:**

[Career and Technical Education](#) (ProQuest)

Includes several hundred full-text vocational titles.

[Consumer Health Complete](#) (EBSCOhost)

A comprehensive resource for consumer-oriented health content, including full text from many health reference books and encyclopedias and thousands of health reports as well as physician-generated videos and hundreds of medical images and diagrams.

[MedicLatina](#) (EBSCOhost)

Provides access to the full text for more than 140 peer-reviewed medical journals in native Spanish. The majority of full-text titles are available in native (searchable) PDF or scanned-in-color.

[Merck Manual](#)

The standard medical reference sources for over 100 years providing detailed information on virtually all disorders, complete with discussion of symptoms and current therapy.

[Nursing and Allied Health Source](#) (ProQuest)

Provides users with reliable healthcare information covering nursing, allied health, alternative and complementary medicine, and much more.

[Salem Health](#)

State-of-the-art online reference source for medical information.

### **Sample Full-Text Journals on GALILEO:**

- [American Journal of Health Studies](#)
- [American Journal of Public Health](#)
- [Consumer Reports on Health](#)
- [Current Health 2](#)
- [Healthcare Executive](#)
- [Healthcare Financial Management](#)
- [Internet Journal of Law, Healthcare and Ethics](#)
- [Journal of Healthcare Management](#)
- [Managed Healthcare Executive](#)
- [Medical Device Daily](#)
- [Modern Healthcare](#)

### **eBooks at EBSCOhost** (Over 26,000 electronic books)

#### *Sample titles available:*

- Anatomy and Physiology: An Easy Learner
- Biology of Disease
- Careers in Health Care
- Financial Management of Hospitals and Healthcare Organizations, 3<sup>rd</sup> ed.
- Health Care Career Starter
- Healthcare Finance: An Introduction to Accounting and Financial Management
- Healthcare Informatics
- Implementing an Electronic Health Record System
- Managed Care Made Easy
- Medical Ethics: A Very Short Introduction
- Medical Terminology Demystified
- Microsoft Office 2003 for Healthcare
- Opportunities in Allied Health Careers
- Strategic Management of Information Systems in Healthcare
- Top 100 Health Care Careers
- Understanding Health Insurance: A Guide to Professional Billing

### **Useful Websites**

Center for Health Care Strategies (CHCS)	<a href="http://www.chcs.org">www.chcs.org</a>
Healthcare Billing and Management Association	<a href="http://www.hbma.org">www.hbma.org</a>
Healthcare Financial Management Association	<a href="http://www.hfma.org">www.hfma.org</a>
Healthcare Information & Management Systems Society	<a href="http://www.himss.org">www.himss.org</a>
Healthcare Management Technology	<a href="http://www.healthmgtech.com">www.healthmgtech.com</a>

### **Searching the Library Catalog**

The Library Catalog shows holdings at all LTC libraries. Go to the LTC Library home page and click on [Library Catalog](#). Start with a **Keyword Search** (medical

terminology, medical insurance, etc.) You may also explore **Subject Headings** to find relevant materials.

### **Call Numbers to Browse**

<b>HF5546-5550</b>	Office and personnel management
<b>HF5735-5746</b>	Business records management
<b>HG9371-9399</b>	Health insurance
<b>KF3820</b>	Medical Law and Ethics
<b>QM – QP</b>	Human Anatomy / Physiology
<b>R</b>	Medicine
<b>R123</b>	Medical Terminology
<b>RA</b>	Public Health

### **Some of the Reference Books at Oakwood Campus (May be used in Library)**

Ask the librarian for assistance with reference materials, or browse by call number.

- Fundamentals of Anatomy and Physiology R QP34.5 .R55 2010
- Taber's Cyclopedic Dictionary R R121 .T18 2009
- Medical Terminology: A Living Language R R123 .F697 2009
- Essentials of Medical Language R R123 .A44 2010
- Stedman's Abbreviations, Acronyms & Symbols R R123 .S69 2003
- Stedman's Medical Terminology Flash Cards (kit) R R123 .S111 2010
- Medical Terminology: Language for Health Care R R123 .T45 2010
- Medical Language: Immerse Yourself R R123 .T87 2011
- Outlines and Highlights for Anatomy, Physiology & Disease R R130.3 .C651 2010
- Law & Ethics for Medical Careers R R725.5 .J83 2010
- HIPPA Plain & Simple: A Guide for Healthcare Professionals R R728 .H3628 2004
- Medical Transcriptions Guide: Do's and Don'ts R R728.8 .D54 2005
- Glencoe Computers in the Medical Office R R864 .S26 2005
- Managing Human Resources in Health Care Organizations RA971.35 .M268 2007
- Current Procedural Terminology R RB115 .C171 2010
- HCPCS: Healthcare Common Procedural Coding System R RB115 .H37 2009
- International Classification of Diseases, ICD-9-CM R RB115 .I33 2009

### **Magazines in the Oakwood Library** \* *Click on Links to Visit Magazine Websites* \*

- [Health Management Technology Journal](#)
- [Healthcare Traveler](#)
- [Managed Care](#)
- [Office Solutions](#)
- [Prevention](#)