



CLOCK HOUR PROGRAM Medical Office Specialist 2025-2026

BOOKS & COURSE MATERIALS

Book / Course Material	MCCTC Pricing	Publisher	ISBN
Quick and Easy Medical Terminology 10E	\$ 60.00	Elsevier	9780323883955
Medical Office Administration 5E, Brenda A. Potter	\$ 90.00	Elsevier	9780323763837
HIPPA Online Access Code 6E	\$ 31.00	Elsevier	9780443107788
Merriam-Webster's Medical Dictionary, Newest Edition	\$ 10.00	Merriam Webster	9780877792949
Structure & Function of the Body Textbook 17E	\$ 60.00	Elsevier	9780323871730
Structure & Function of the Body Workbook 17E	\$ 36.00	Elsevier	9780323871792
Book Bundle:	\$ 420.00	Elsevier	TBD
2025 CPT			
2025 HCPCS Lev 11 Prof			
2025 ICD-10-CM for Physicians			
2025 Step-by-Step Medical Coding Text & Workbook			
Health Insurance Today Text & Workbook 7E	\$ 120.00	Elsevier	9780323811279
Essentials of Human Disease & Conditions Textbook 8E	\$ 81.00	Elsevier	9780443114526
Essentials of Human Disease & Conditions Workbook 8E	\$ 37.00	Elsevier	9780443120794
The Simulated Administrative Medical Office 2E	\$ 42.00	Elsevier	9780323829519
SimChart for the Medical Office 2025 Edition	\$ 110.00	Elsevier	9780443348839
Electronic Health Record for Physicians Office 4E	\$ 55.00	Elsevier	9780323878449
Teach Yourself VISUALLY Word	\$ 30.00	Guy Hart Davis	9781119724483
Microsoft Excel 2019 Step by Step 1E	\$ 30.00	Microsoft Press	9781509307678
Legal and Ethical Issues for Health Professionals 5E	\$ 67.00	Elsevier	9780323827508
Denials, Appeals & Adjustments: A Step b Step Guide to Handling Denied Medical Claims	\$ 35.00	CreateSpace Independent Publishing Platform	9781466407299
Total	\$ 1,314.00		

SUPPLIES & EQUIPMENT

Supplies/Equipment	MCCTC Pricing
n/a	\$ -
Total	\$ -

\$ 1,314.00 Total Books, Course Materials, Supplies & Equipment
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