

Website: <http://www.bowlinggreen.kctcs.edu/lrc/>

Phone: 270-901-1026 | Fax: 270-901-1137 | Email: bg-libraryinfo@kctcs.edu

Business Studies: Medical Information Technology & Office Systems Technology

Library Catalogs

Bowling Green Technical College Library: <http://opac.kctcs.edu> (Limit search to **Bowling Green TC**)
Bowling Green Public Library: <http://catalog.bgpl.org/>
Western Kentucky University Libraries TOPCAT: <http://topcat2000.wku.edu/>

Materials can be borrowed from WKU Libraries and delivered to the BGTC library at no charge. Submit the [BGTC/WKU Library Book Service Form](#) on the library's website to staff at the Help Desk.

Library of Congress (LC) Call Numbers

Look for the call numbers listed below on the library shelves to find print and audio-visual materials on literature and writing:

H – Social Sciences

- HF Commerce
- HG Finance

R - Medicine

- R General Medicine
- RA Public Aspects of Medicine
- RS Pharmacy

Library of Congress Classification System: <http://www.loc.gov/catdir/cpsolcco/>

Subject Headings

Use the subject headings listed below when searching a library catalog for materials:

- Accounting
- Bookkeeping
- Business communication
- Business etiquette
- Health insurance claims
- Intercultural communication
- Interpersonal communication
- Job Stress
- Medical Records
- Medical transcription
- Medicine-Dictionaries
- Medicine-Terminology
- Office management
- Office practice
- Patient credit and collection
- Practice management
- Small business-Finance
- Small business-Management
- Stress management

Reference Resources

It is important to get an overview of a topic so you have a general understanding of the issue. Background information may include: the history of a subject, facts, statistics, key terms, and the names of significant people in the field. Sources for background information include: encyclopedias, dictionaries, almanacs and other materials shelved in the Reference Collection or available online.

The following items are located in the **Reference Collection** and are for in-library use only:

- Accounting Handbook HF 5635 S586 2005
- Administrative Assistant's & Secretary's Handbook HF 5547.5 S863 2008
- Affirmative Action (2 vols.) HF 5549.5 A34A426 2004
- Coder's Dictionary R 121 C64 2008
- The Essential Dictionary of Accounting HF 5621 M64 2004
- Everyday Finance (2 vols.) HB 171 E93 2008
- The Gregg Reference Manual PE 1479 B87 S23 2005
- The Independent Transcriptionist R 728.8 A98 2002
- The Medical Transcriptionist's Desk Reference R 728.8 C626 2003

- Mosby's Dictionary
- The Office Professional's Guide

R 121 M89 2009
HF 5547.5 O344 2003

Periodicals

- Business Week
- Economist
- Entrepreneur
- Fortune
- For the Record
- Inc.
- Lane Report
- Newsweek
- OfficePro
- Time

Multimedia (DVD)

- Clerical Skills for New Employees HF 5549.5 I53 C54 2004
- Quick Resume & Cover Letter HF 5383.Q53 2007
- The Very Quick Job Search HF 5382.7 V47 2007
- The Virtual Job Interview HF 55349.5 I6 V5725 2005

Check the BGTC Library Catalog for many other multimedia titles.

Databases

CREDO reference

<http://www.credoreference.com> (Available Off-Campus)

Features content from hundreds of popular reference books on a broad range of subjects: Art, Biography, **Business**, Dictionaries, Food & Drink, Geography, History, Languages, Law, Literature, **Medicine**, Music, Philosophy & Psychology, Religion, Science, Social Sciences and **Technology**. Provides citation information in **APA** and **MLA** styles.

Ebscohost (Kentucky Virtual Library, KYVL)

<http://www.kyvl.org> (Available Off-Campus—Contact library for current *Username & Password*)

Additional databases & resources: **Grolier Encyclopedias** (Encyclopedia Americana), **Literary Reference Center**, **Kentuckiana Digital Library**, **Kentucky Statistics**, **ProQuest**.

Click on the link, [Find Books, Articles, and More](#), to connect directly to a database.

The following databases may be of interest to Business Studies students and are available through EBSCOhost: **Academic Search Premier**, **Business Source Premier**, **Health Source: Consumer Edition**, **Medline**, **Newspaper Source**, **Regional Business News**, **Health Source: Nursing/Academic Edition**.

Gale

<http://find.galegroup.com/menu/commonmenu.do?userGroupName=kctcsbgtc> (Available Off-Campus)

Databases: **Academic OneFile**, **Health Reference Center Academic**, **Expanded Academic ASAP**, **Opposing Viewpoints Resource Center**, **Health & Wellness Resource Center**

Provides extensive coverage of peer-reviewed, full-text articles from journals, magazines, newspapers, reference materials and multimedia sources. Provides citation information in **APA** and **MLA** styles.

Net Library (Electronic Books)

<http://www.netlibrary.com> (Available Off-Campus—Must create a fee account on a campus computer first.)

Provides full-text access to thousands of fiction and nonfiction books. Ebooks are designated in the **BGTC Library Catalog** by [**Electronic Resource**] following the book's title in the catalog listing.

Web Site Resources

- American Academy of Professional Coders: <http://www.aapc.com/>

- **American Association of Clinical Coders and Auditors:** <http://www.aacca.net>
- **American Health Information Management Association (AHIMA):** <http://www.ahima.org>
- **Association for Healthcare Documentation Integrity:** <http://www.ahdionline.org>
- **Health Information Privacy:** <http://www.hhs.gov/ocr/privacy/index.html>
- **International Association of Administrative Professionals:** www.iaap-hq.org
- **Kentucky Cabinet for Health and Family Services-HIPAA:** <http://chfs.ky.gov/dcbs/dcc/hipaa.htm>
- **Microsoft Office Online:** <http://office.microsoft.com/en-us/FX102855291033.aspx>
- **Occupational Outlook Handbook:** <http://www.bls.gov/oco/>
- **Professional Association of Health Care Office Management:** <http://www.pahcom.com/>

Evaluation & Citation

The Kentucky Virtual Library (KYVL) has tutorials on how to do research at <http://www.kyvl.org/html/tutorial/research/>.

Provides assistance with *Evaluating Information*, *Searching the Web* and *Citing Sources*.

Evaluation:

Evaluate all information carefully particularly from web sites. Use the evaluation criteria listed below to determine the quality of information sources:

- **Authority:** Who is the author or producer (web sites) and what are their credentials? Is the author or producer credible, reputable or trustworthy?
- **Accuracy:** Is the information comprehensive, accurate and reliable? Does the author cite the sources used for factual and statistical information?
- **Currency:** Is the information up-to-date if currency is important to your research? Is a date of publication clearly indicated?
- **Objectivity:** Is there a bias or only one point of view expressed in the content? Is there a statement about the purpose and coverage of the information?

Citation:

Plagiarism is using work created by someone else and passing it off as one's own. The best way to avoid plagiarism is to cite sources any time another person's work is used as a source of ideas presented in your research paper. Sources must be cited when you quote, paraphrase or summarize work created by another writer. Check with your instructor to find out which citation style format must be used in the course. The library has books and resources on **APA**, **Chicago**, **CSE** and **MLA** styles. Library staff can assist you with additional information.

This resource guide represents only a small amount of the information available to students. Please visit the library or the library's web site for assistance with your research.

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