

RECOMMENDED BOOKS

(All latest editions are recommended)

ASSOCIATION OF MEDICAL SECRETARIES, PRACTICE MANAGERS, ADMINISTRATORS & RECEPTIONISTS

Title	Author	Publisher	Date published
Anatomy of Physiology for Nurses	Roger Watson	Bailliere Tindall;	13 edition 2013
Assertiveness and the Manager's Job	Sir Liam Donaldson (Author), R.J. Donaldson (Author)	CRC Press	1st New edition 2003
The Audit Handbook	Clare Morrell (Author), Gill Harvey (Author)	Bailliere Tindall	1999
Bailliere's Nurses Dictionary	Barbara F. Weller	Bailliere Tindall	26 edition 2014
Basic Anatomy & Physiology	HGQ Rowett	Hodder Education	4th Revised edition 1999
The British National Formulary		The Pharmaceutical Press	March 2016 edition
Churchill Livingstone's Dictionary of Nursing	Chris Brooker	Churchill Livingstone	19 edition 2006
Churchills Medicolegal Pocketbook	V. Machin, F Lewington	Churchill Livingstone;	Revised edition 2003
Clinical Negligence in General Practice	Sir Michael Drury	CRC Press	Revised edition 2000
Communication and the Manager's Job	Annie Phillips	CRC Press	1st New edition April 2010
Communication Skills & Teamworking in Primary Care	Peter Havelock	Magister Distribution	1995
Community Health Promotion	Joanne Kerr	Elsevier	2000
Dictionary of Medical Acronyms & Abbreviations	Jablonski	Elsevier	2001
Dictionary of Medical Terms	Bloomsbury Reference	Bloomsbury Publishing Plc	2004
Dorlands Illustrated Medical Dictionary	Dorland	Elsevier	2003
The Drugs Handbook	Turner & Volans	MacMillan Reference	1978
The Essential Medical Secretary	Stephanie Green	Elsevier	1999
Ethical Foundations of Health Care	Jane Singleton & Susan McLaren	Elsevier	1995
Facilitating Groups in Primary Care	Marion Duffy		
First Aid Manual	Dorling Kindersley	St John or Red Cross	2002
General Practice Employment Handbook	Norman Ellis	Radcliffe Medical Press	1998
The General Practice Receptionists' Handbook	Various	Elsevier	
Good People: Good Practice a practical guide to managing personnel in the primary care organisations	Hilary Haman	Radcliffe Medical Press	2001
A Guide to the Employment Acts	Joan Henderson	Nicholas Brealey - London	1994
Income Generation in General Practice	Andrew A F Sanderson	Radcliffe Medical Press	1991
An Introduction to Medical Terminology - A Self-Teaching Package	Andrew Hutton	Elsevier	1998
Legal Aspects of Medical Practice	Bernard Knight	Elsevier	1992
Making Best Practice Better	Steve Williams	Magister Distribution	1994
Making Sense of Practice Finance	John Dean	Radcliffe Medical Press	2000

Title	Author	Publisher	Date published
Making Sense in General Practice series:		Radcliffe Medical Press	
...Audit			
...Computers			
...Practice Finance			
...The Cost Rent Scheme			
...The New Contract			
...Managing Change in Primary Care			
...The Red Book			
...NHS Complaints & Disciplinary Procedures			
Management in General Practice	Peter Pritchard, Kenneth Low & Merrill Whalen	Oxford University Press	
Managing the Message: a tool kit for health service communicators	Roy Lilley	Radcliffe Medical Press	2000
Managing the Practice - Whose Business?	June Huntington	Radcliffe Medical Press	Revised 1995
Medical Audit in Primary Health Care	Helen Bowes Rees & Catherine Walter	Oxford University Press	1993
Medical Case Studies for Secretaries	Nancy V Hershelman & Phyllis E Davis	Pitman	1989
Medical Dictation & Transcription	Phyllis E Davis	John Wiley & Sons	1981
Medical Ethics	Dr Lisa Schwartz, Mr Paul Preece & Dr Rob Hendry	Elsevier	2003
Medical Ethics and Law	Tony Hope, Julian Savulescu & Judith Hendrick	Elsevier	2 nd Edition 2008
Medical Information on the Internet	Robert Kiley	Elsevier	2003
Medical Receptionists and Secretaries Handbook	Mari Robbins	Radcliffe Medical Press	2006
The Medical Secretary's Handbook	Stephanie J Green	Elsevier	1999
Medical Shorthand	Mark Cowell & Ruth Koenigsberg	John Wiley & Sons	
Medical Terminology in Hospital Practice	Paul Davies	Elsevier	1985
Medical Terminology - Guide to Current Usage		Elsevier	1991
Medical Terminology & Clinical Procedures 3 rd Edition (Revised)	Mary Bird	iUniverse	2013
Medical Terminology - A Systems Approach	Gyls & Wedding	F A Davies & Co	1999
Medical Terminology Online	W.B. Saunders	Elsevier	2002
Medicine & the Law	Paul Davies	Elsevier	
MedicoLegal Essentials in Health Care	Various	Elsevier	2009
Nurses' Dictionary	Barbara F. Weller	Elsevier	2014
Dictionary for Nurses	Nancy Roper	Elsevier	1973

Title	Author	Publisher	Date published
Practical Office Procedures	John Harrison	Harlow	1996
Pitman 2000 Shorthand (First Course)	Bryan Coombs	Pitman	1982
First Course Review	Bryan Coombs	Pitman	1982
Speedbuilder	Bryan Coombs	Pitman	1983
Speed Examination Practice No 1	Pitman	Pitman	1982
Pocket Medical Dictionary	Nancy Roper	Elsevier	2003
Practical General Practice	Alex Khot & Dr Andrew Polmear	Elsevier	2003
Practice Management	Bolden, Lewis & Sawyer	Blackwell	
Profitable Financial Management for the General Practitioner	Steve Williams	Magister Distribution	2003
Providing Information for Health: a workbook for primary care	Alan Gillies	Radcliffe Medical Press	2002
The Really Useful Handbook for the Practice Receptionist	Dr Grabinar	Magister Distribution	1996
Rights & Responsibilities of Doctors	Veronica English	BMA	1992
Secretarial Duties	Harrison	Harlow	1996
Social Services Made Simple	Tony Byrne	Made Simple	4 th Revised Edition 1998
Special Tests & Their Meanings	D M D Evans	Elsevier	1981
The Structure of the National Health Service	Tracey Jones	Magister Consulting Ltd	1995
The Team Guide to Communication	John Middleton	Radcliffe Publishing Ltd	2000
Teeline Gold - The Course Book	Jean Clarkson	Heinemann	1 st Edition 2012
Teeline Word Grouping	I C Hill & Bowers Medical	Heinemann	1987
Teeline Medical	Pat Garner	Elsevier	1987
Titles & Forms of Address		Adam & Charles Black	2002
Understanding Medical Terms	Ralph Rickards	Elsevier	1980
The Use of Computers in General Practice	John Preece	Elsevier	2000

LIST OF PUBLISHERS

ASSOCIATION OF MEDICAL SECRETARIES, PRACTICE MANAGERS, ADMINISTRATORS & RECEPTIONISTS

Publisher	Address	Telephone	Fax
Bailliere Tindall (Elsevier Limited)	The Boulevard, Langford Lane, Kidlington, Oxford, OX5 1GB	01865 843830	01865 853333
Blackwell Publishing Ltd	9600 Garsington Road, Oxford, OX4 2DQ	01865 776868	01865 714591
Blackwell Science	9600 Garsington Road, Oxford, OX4 2DQ	01865 776868	01865 714591
Bloomsbury Publishing Plc	50 Bedford Square, London, WC1B 3DP	020 7631 5600	020 7631 5800
British Medical Journal Publishing Group	Tavistock House North, Tavistock Square, London, WC1H 9LN	020 7387 4499	
British Red Cross Society	9 Grosvenor Crescent, London, SW1X 7EJ	020 7235 5454	020 7245 6315
Butterworth-Heinemann UK (Elsevier Limited)	The Boulevard, Langford Lane, Kidlington, Oxford, OX5 1GB	01865 843830	01865 853333
Croom Helm (Taylor & Francis)	2 Park Square, Milton Park, Abingdon, Oxford, OX14 4RN	0207 017 6000	0207 017 6336
DK Ltd	UK Customer Services: penguinorders@tbs-ltd.co.uk ; UK sales: sales@uk.dk.com		
Edward Arnold (Hodder Education)	338 Euston Road, London, NW1 3BH	020 7873 6395 (answerphone)	020 7873 6299
Elsevier	The Boulevard, Langford Lane, Kidlington, Oxford, OX5 1GB	01865 843830	01865 853333
Gower (Ashgate)	Wey Court East, Union Road, Surrey, GU9 7PT	01252 736600	01252 736736
Hamlyn	Carmelite House, 50 Victoria Embankment, London, EC4Y 0DZ	020 7581 9393	020 7225 9494
John Murray Publishers Ltd (Hodder Education)	338 Euston Road, London, NW1 3BH	020 7873 6395 (answerphone)	020 7873 6299
MacMillan Publishers Ltd (Pan Macmillan)	20 New Wharf Road, London, N1 9RR	0207 014 6154	
Nicolas Brealey Publishing Ltd	3-5 Spafield Street, Clerkenwell, London, EC1R 4QB	020 7239 0360	020 7404 8311
Oxford University Press	Great Clarendon Street, Oxford, OX2 6DP	01865 353401	01865 353429
Penguin Books Ltd	80 STRAND, LONDON, WC2R 0RL		
Pitman Publishing (Pearson Education Ltd)	Edinburgh Gate, Harlow, Essex, CM20 2JE	01279 623623	01279 623847
Radcliffe Medical Press Ltd	18 Marcham Road, Abingdon, Oxon, OX14 1AA	01235 528820	01235 528830
The Pharmaceutical Press	66-68 East Smithfield, London, E1W 1AW	020 7735 9141	020 7572 2244
John Wiley & Sons Ltd	Southern Gate, Chichester, West Sussex, PO19 8SQ	01243 779777	01243 775878
The Orion Publishing Group Ltd	Orion House, 5 Upper St Martin's Lane, London, WC2H 9EA	020 7240 3444	020 7240 4822