

Learning Plan	Step	Tab	Website URL
Medical Office Preparation - OLD	Medical Office Preparation - OLD	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Medical Office Preparation - OLD	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Is a Medical Office Career right for you?	OVERVIEW	http://farm4.static.flickr.com/3652/3837228924_a73249f1e5.jpg
Medical Office Preparation - OLD	Define your career interests.	OVERVIEW	http://farm1.static.flickr.com/151/397079496_285d9d81be.jpg
Medical Office Preparation - OLD	Define your career interests.	OVERVIEW	http://healthcareers.about.com/od/wheretowork/a/HiringMgrIntv.htm
Medical Office Preparation - OLD	Set relevant and achievable goals.	OVERVIEW	http://farm1.static.flickr.com/2/2994435_201f69571e.jpg
Medical Office Preparation - OLD	Connect to a mentor.	OVERVIEW	http://farm4.static.flickr.com/3548/3408866175_f4d4fe564f.jpg
Medical Office Preparation - OLD	What do you think? Take notes about this career.	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Communication	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Communication	OVERVIEW	http://farm4.static.flickr.com/3463/3862651820_d1e6486221_m.jpg
Medical Office Preparation - OLD	Privacy	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Privacy	OVERVIEW	http://farm2.static.flickr.com/1010/690537394_fb34bb8c95_m.jpg
Medical Office Preparation - OLD	Telephone Skills	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Telephone Skills	OVERVIEW	http://farm3.static.flickr.com/2332/2430646640_a6170287eb_m.jpg
Medical Office Preparation - OLD	Email, Memos, and Faxes	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Email, Memos, and Faxes	OVERVIEW	http://farm1.static.flickr.com/14/17322008_ab6549262b_m.jpg
Medical Office Preparation - OLD	Business Letters	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg

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Medical Office Preparation - OLD	Business Letters	OVERVIEW	http://farm1.static.flickr.com/133/409080353_bcc6dd5594_m.jpg
Medical Office Preparation - OLD	Non-verbal Communication	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Non-verbal Communication	OVERVIEW	http://farm3.static.flickr.com/2184/2538887242_13e2461f4e_m.jpg
Medical Office Preparation - OLD	Communication: Putting it all together	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Learn Soft Skills	OVERVIEW	http://farm1.static.flickr.com/31/38894334_645217d6bc.jpg
Medical Office Preparation - OLD	Learn Soft Skills	OVERVIEW	http://farm1.static.flickr.com/55/125787687_3e3fb615f2_m.jpg
Medical Office Preparation - OLD	Use Visual Information	OVERVIEW	http://lwdevelopment.pbworks.com/f/Tweetstats%20Graphs%20by%20hillary%20h%20on%20Flickr.jpg
Medical Office Preparation - OLD	Use Visual Information	OVERVIEW	http://lw.spps.org/images/submit_form.png
Medical Office Preparation - OLD	Understand what you see.	OVERVIEW	http://farm1.static.flickr.com/86/241256203_d5c73ae82b_m.jpg
Medical Office Preparation - OLD	Recognize purpose.	OVERVIEW	http://farm1.static.flickr.com/48/110967369_f77b67826e_m.jpg
Medical Office Preparation - OLD	Think about the information.	OVERVIEW	http://farm4.static.flickr.com/3047/2689271976_1255b67f4f_m.jpg
Medical Office Preparation - OLD	Cooperate with Others	OVERVIEW	http://farm3.static.flickr.com/2150/2416416001_88a69ee7ea_m.jpg
Medical Office Preparation - OLD	Cooperate with Others	OVERVIEW	http://lw.spps.org/images/submit_form.png
Medical Office Preparation - OLD	Be friendly, courteous and respectful.	OVERVIEW	http://farm1.static.flickr.com/157/374735869_e788e77aa8_m.jpg
Medical Office Preparation - OLD	Find out what your coworkers think.	OVERVIEW	http://farm1.static.flickr.com/114/280687716_aa44b5adff_m.jpg
Medical Office Preparation - OLD	Explain what you think.	OVERVIEW	http://farm4.static.flickr.com/3068/2995911291_cfba89e806_m.jpg
Medical Office Preparation - OLD	Adjust what you say and do.	OVERVIEW	http://farm3.static.flickr.com/2268/2536673130_1131d0de48_m.jpg

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Medical Office Preparation - OLD	Resolve Conflict and Negotiate	OVERVIEW	http://farm4.static.flickr.com/3147/2615878046_1184249f70_m.jpg
Medical Office Preparation - OLD	Resolve Conflict and Negotiate	OVERVIEW	http://lw.spps.org/images/submit_form.png
Medical Office Preparation - OLD	Recognize a conflict.	OVERVIEW	http://farm3.static.flickr.com/2144/2378562709_c4c73bfc54_m.jpg
Medical Office Preparation - OLD	Look for a "win - win" result.	OVERVIEW	http://lwdevelopment.pbworks.com/f/High%20Five.jpg
Medical Office Preparation - OLD	Try out an option.	OVERVIEW	http://farm3.static.flickr.com/2138/2247354856_919b3fadb9_m.jpg
Medical Office Preparation - OLD	Solve Problems and Make Decisions	OVERVIEW	http://farm1.static.flickr.com/161/429699834_6300fb863b_m.jpg
Medical Office Preparation - OLD	Solve Problems and Make Decisions	OVERVIEW	http://lw.spps.org/images/submit_form.png
Medical Office Preparation - OLD	Identify a problem & its cause.	OVERVIEW	http://farm3.static.flickr.com/2215/2107283481_9e281a55ee.jpg
Medical Office Preparation - OLD	Think about possible solutions.	OVERVIEW	http://farm2.static.flickr.com/1230/567890941_00249cc714_m.jpg
Medical Office Preparation - OLD	Choose a solution & act.	OVERVIEW	http://farm4.static.flickr.com/3426/3387327059_9ce3cdfcab_m.jpg
Medical Office Preparation - OLD	Evaluate your decision.	OVERVIEW	http://farm4.static.flickr.com/3501/3249931397_3c1093b8bd_m.jpg
Medical Office Preparation - OLD	Take Responsibility for Learning	OVERVIEW	http://farm1.static.flickr.com/167/438854995_3bb1108e51_m.jpg
Medical Office Preparation - OLD	Take Responsibility for Learning	OVERVIEW	http://lw.spps.org/images/submit_form.png
Medical Office Preparation - OLD	Identify a learning goal.	OVERVIEW	http://farm1.static.flickr.com/26/92754587_fcdb6c0a77_m.jpg
Medical Office Preparation - OLD	Figure out how to reach the goal.	OVERVIEW	http://farm3.static.flickr.com/2430/3744285236_1687e542d9_m.jpg
Medical Office Preparation - OLD	Work toward your goal.	OVERVIEW	http://farm1.static.flickr.com/30/47498371_d5cbff14b7_m.jpg
Medical Office Preparation - OLD	Putting it all together.	OVERVIEW	http://lwdevelopment.pbworks.com/f/Big%20Sur%20International%20Marathon%20finish%20line%20by%20SeeMonterey%2C%20on%20Flickr.jpg

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Medical Office Preparation - OLD	Medical Terminology	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Medical Terminology	OVERVIEW	http://farm4.static.flickr.com/3049/3109927759_a651e057af.jpg?v=0
Medical Office Preparation - OLD	Medical Terminology	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35191555/Capt.%20Buddy%20David%20at%20local%20hospital%20in%20Port-au-Prince%20by%20The%20U.S.%20Army%20on%20Flickr.jpg
Medical Office Preparation - OLD	Introduction to Word Structure	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Introduction to Word Structure	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35191567/WORDS-by-Feuillu-on-Flickr.jpg
Medical Office Preparation - OLD	Introduction to Word Structure	OVERVIEW	http://www.lib.purdue.edu/vetmed/inst/svmleader/talk101.html
Medical Office Preparation - OLD	Introduction to Word Structure	OVERVIEW	http://lw.spps.org/mbc_terminology/study_guide/logy_words.pdf
Medical Office Preparation - OLD	Introduction to Word Structure	OVERVIEW	http://lw.spps.org/mbc_terminology/study_guide/surgical_procedure.pdf
Medical Office Preparation - OLD	Introduction to Word Structure	OVERVIEW	http://lw.spps.org/mbc_terminology/study_guide/itis_and_oma_words.pdf
Medical Office Preparation - OLD	Combining Forms	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Combining Forms	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35191569/Puzzle-Pieces-by-Shersteve-on-Flickr.jpg
Medical Office Preparation - OLD	Suffixes	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Suffixes	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35192077/3-by-mrmayo-on-Flickr.jpg
Medical Office Preparation - OLD	Prefixes	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Prefixes	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35192456/prefix-by-ldiolector-on-Flickr.jpg
Medical Office Preparation - OLD	Pronunciation of Medical Terms	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35192970/Words%201-27-10%20by%20KaCey97007%20on%20Flickr.jpg
Medical Office Preparation - OLD	Pronunciation of Medical Terms	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35208489/dave-sconda-teaching-pronunciation--w--by-englishmeeting-on-Flickr.jpg

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Medical Office Preparation - OLD	Spelling Medical Terms	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35096400/spell-time-by-massdistraction-on-Flickr.jpg
Medical Office Preparation - OLD	Spelling Medical Terms When Adding Affixes	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/35192292/National-Spelling-Bee-by-erin-m-on-Flickr.jpg
Medical Office Preparation - OLD	Forming Plurals	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/34776504/forming-plurals-1-and-2-by-spclclearnerweb-on-Flickr.jpg
Medical Office Preparation - OLD	Forming Plurals	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/34776510/forming-plurals-3-and-4-by-spclclearnerweb-on-Flickr.jpg
Medical Office Preparation - OLD	Forming Plurals	OVERVIEW	http://lwdevelopment.pbworks.com/w/file/fetch/34776512/forming-plurals-5-and-6-by-spclclearnerweb-on-Flickr.jpg
Medical Office Preparation - OLD	Medical Terminology - Putting it all Together	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Body Systems - The Basics	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Body Systems - The Basics	OVERVIEW	http://farm1.static.flickr.com/69/162546715_6b88b5c842_m.jpg
Medical Office Preparation - OLD	Body Systems - The Basics	OVERVIEW	http://farm2.static.flickr.com/1086/1264338611_444ef495cb_m.jpg
Medical Office Preparation - OLD	Body Systems - The Basics	OVERVIEW	http://www.studystack.com/flashcard-267535
Medical Office Preparation - OLD	Circulatory System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Circulatory System	OVERVIEW	http://farm4.static.flickr.com/3139/2989418541_322cefc3a6_m.jpg
Medical Office Preparation - OLD	Circulatory System	OVERVIEW	http://www.mayoclinic.com/health/circulatory-system/MM00636
Medical Office Preparation - OLD	Nervous System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Nervous System	OVERVIEW	http://farm3.static.flickr.com/2581/3974877876_820dd143aa_m.jpg
Medical Office Preparation - OLD	Nervous System	OVERVIEW	http://multiple-sclerosis.emedtv.com/multiple-sclerosis-video/the-nervous-system.html
Medical Office Preparation - OLD	Digestive System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg

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Medical Office Preparation - OLD	Digestive System	OVERVIEW	http://farm1.static.flickr.com/70/193848054_a3b3f25dac_m.jpg
Medical Office Preparation - OLD	Digestive System	OVERVIEW	http://video.about.com/ibdcrohns/Digestion.htm/
Medical Office Preparation - OLD	Urinary System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Urinary System	OVERVIEW	http://farm1.static.flickr.com/3/3834534_722842d85a_m.jpg
Medical Office Preparation - OLD	Urinary System	OVERVIEW	http://kidshealth.org/misc/movie/bodybasics/urinary_kidneys.html
Medical Office Preparation - OLD	Endocrine System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Endocrine System	OVERVIEW	http://farm1.static.flickr.com/55/132171981_800d63b87a_m.jpg
Medical Office Preparation - OLD	Endocrine System	OVERVIEW	http://videos.howstuffworks.com/hsw/5352-organ-systems-the-endocrine-system-video.htm
Medical Office Preparation - OLD	Endocrine System	OVERVIEW	http://videos.howstuffworks.com/hsw/11511-the-endocrine-system-negative-feedback-mechanism-video.htm
Medical Office Preparation - OLD	Respiratory System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Respiratory System	OVERVIEW	http://farm3.static.flickr.com/2253/2362176983_7c77079f83_m.jpg
Medical Office Preparation - OLD	Respiratory System	OVERVIEW	http://video.about.com/asthma/How-Lungs-Function.htm
Medical Office Preparation - OLD	Female Reproductive System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Female Reproductive System	OVERVIEW	http://farm3.static.flickr.com/2006/1971914709_882bbe1334_m.jpg
Medical Office Preparation - OLD	Female Reproductive System	OVERVIEW	http://upload.wikimedia.org/wikipedia/commons/thumb/6/68/Scheme_female_reproductive_system-en.svg/250px-Scheme_female_reproductive_system-en.svg.png
Medical Office Preparation - OLD	Female Reproductive System	OVERVIEW	http://www.youtube.com/watch?v=5uPNr27eSVA
Medical Office Preparation - OLD	Male Reproductive System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg

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Medical Office Preparation - OLD	Male Reproductive System	OVERVIEW	http://farm1.static.flickr.com/35/68168088_961c593cee_m.jpg
Medical Office Preparation - OLD	Male Reproductive System	OVERVIEW	http://en.wikipedia.org/wiki/File:Male_anatomy_en.svg
Medical Office Preparation - OLD	Male Reproductive System	OVERVIEW	http://videos.howstuffworks.com/hsw/5479-organ-systems-the-reproductive-system-video.htm
Medical Office Preparation - OLD	Musculoskeletal System	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Musculoskeletal System	OVERVIEW	http://farm3.static.flickr.com/2034/1949452086_ed36cd40f6_m.jpg
Medical Office Preparation - OLD	Musculoskeletal System	OVERVIEW	http://videos.howstuffworks.com/hsw/11526-the-skeletal-and-muscular-systems-summary-video.htm
Medical Office Preparation - OLD	Body Systems Review Quiz	INSTRUCTIONS	http://farm2.static.flickr.com/1176/1366654132_db65f7784e_t.jpg
Medical Office Preparation - OLD	Special Senses		http://www.funtrivia.com/trivia-quiz/SciTech/The-Five-Special-Senses-61908.html
Medical Office Preparation - OLD	Define your career interests.		http://www.aafp.org/fpm/2005/0400/p51.html
Medical Office Preparation - OLD	Define your career interests.		http://www.gpslifeplan.org/career/index.php?link=assess-interests
Medical Office Preparation - OLD	Define your career interests.		http://www.iseek.org/careers/research.html
Medical Office Preparation - OLD	Define your career interests.		http://www.thebeehive.org/jobs/career-coach/discover-career
Medical Office Preparation - OLD	Define your career interests.		http://www.thebeehive.org/jobs/career-coach/discover-career/browse-careers
Medical Office Preparation - OLD	Set relevant and achievable goals.		http://www.iseek.org/careers/setgoals.html
Medical Office Preparation - OLD	Set relevant and achievable goals.		http://www.positivelyminnesota.com/JobSeekers/Recently_Unemployed/Identifying_Your_Skills/Goal_Setting.aspx
Medical Office Preparation - OLD	Set relevant and achievable goals.		http://www.success77.com/53-58-goal-setting-resistance.htm
Medical Office Preparation - OLD	Connect to a mentor.		http://www.imdiversity.com/villages/careers/articles/whitehead_find_a_mentor.asp

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Medical Office Preparation - OLD	Privacy		http://www.compliantbilling.com/pages/hipaa/hipaa_consent.pdf
Medical Office Preparation - OLD	Privacy		http://www.goer.state.ny.us/training_development/online_learning/hip/100.html
Medical Office Preparation - OLD	Privacy		http://www.hhs.gov/ocr/privacy/
Medical Office Preparation - OLD	Privacy		http://www.uic.edu/depts/mcam/osa/policy/statement_on_professional.htm
Medical Office Preparation - OLD	Telephone Skills		http://esl.about.com/od/businessspeaking/a/t_vocab.htm
Medical Office Preparation - OLD	Telephone Skills		http://mtstcil.org/skills/manners-2.html
Medical Office Preparation - OLD	Telephone Skills		http://www.ehow.com/about_7520979_telephone-etiquette-business-communications.html?utm_source=rcp&utm_medium=test22
Medical Office Preparation - OLD	Telephone Skills		http://www.goer.state.ny.us/training_development/online_learning/hip/100.html
Medical Office Preparation - OLD	Email, Memos, and Faxes		http://owl.english.purdue.edu/owl/resource/590/02/
Medical Office Preparation - OLD	Email, Memos, and Faxes		http://www.videojug.com/film/how-to-improve-your-e-mail-etiquette
Medical Office Preparation - OLD	Business Letters		http://owl.english.purdue.edu/owl/resource/653/01/
Medical Office Preparation - OLD	Non-verbal Communication		http://job-interview-skills.suite101.com/article.cfm/how_to_use_proper_body_language_to_get_the_job
Medical Office Preparation - OLD	Non-verbal Communication		http://personal-work-habits.suite101.com/article.cfm/nonverbal_communication_in_the_workplace
Medical Office Preparation - OLD	Non-verbal Communication		http://www.helpguide.org/mental/eq6_nonverbal_communication.htm
Medical Office Preparation - OLD	Use Visual Information		http://online.themlc.org/mod/lesson/view.php?id=1079
Medical Office Preparation - OLD	Understand what you see.		http://resources.marshalladulthoodeducation.org/hot_potatoes/signs/signs1.htm
Medical Office Preparation - OLD	Understand what you see.		http://www.businessenglishsite.com/business_video1.html

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Medical Office Preparation - OLD	Understand what you see.		http://www.businessenglishsite.com/business_video2.html
Medical Office Preparation - OLD	Understand what you see.		http://www.businessenglishsite.com/medical-english-visual1.html
Medical Office Preparation - OLD	Understand what you see.		http://www.google.com/
Medical Office Preparation - OLD	Understand what you see.		http://www.marshalladulthoodeducation.org/rs/hc/l65hc/What_Happened_to_My_Paycheck_Level6.5.pdf
Medical Office Preparation - OLD	Understand what you see.		http://www.thewcl.ca/edge/issue6/DirectDeposit/Abbreviation1.html
Medical Office Preparation - OLD	Understand what you see.		http://www.tv411.org/lessons/cfm/reading.cfm?str=reading&num=10&act=1
Medical Office Preparation - OLD	Recognize purpose.		http://time.gov/
Medical Office Preparation - OLD	Recognize purpose.		http://video.about.com/spreadsheets/Find-and-Replace-in-Excel.htm
Medical Office Preparation - OLD	Recognize purpose.		http://www.associatedcontent.com/slideshow/8008/folding_chinese_lucky_stars_pictorial.html
Medical Office Preparation - OLD	Recognize purpose.		http://www.onebag.com/checklist.html
Medical Office Preparation - OLD	Think about the information.		http://mlcresources.org/caw/lesson1/understand/index.html
Medical Office Preparation - OLD	Think about the information.		http://rhlschool.com/read6n4.htm
Medical Office Preparation - OLD	Think about the information.		http://www.lifehack.org/articles/productivity/advice-for-students-taking-notes-that-work.html
Medical Office Preparation - OLD	Test your knowledge.		http://online.themlc.org/mod/lesson/view.php?id=1079
Medical Office Preparation - OLD	Cooperate with Others		http://online.themlc.org/mod/lesson/view.php?id=1085
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://herkules.oulu.fi/isbn9514268539/html/x2338.html
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://kidshealth.org/PageManager.jsp?dn=familydoctor&lic=44&article_set=46542&cat_id=20067&

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Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://mlcresources.org/caw/lesson2/courtesy/index.html
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://occonline.occ.cccd.edu/online/klee/GoalSetting.pdf
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://www.diversityworking.com/weblog/?p=35
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://www.mediate.com/articles/melamed7.cfm
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://www.psychtests.com/tests/alltests.html
Medical Office Preparation - OLD	Be friendly, courteous and respectful.		http://www.thewclc.ca/edge/issue7/index.html
Medical Office Preparation - OLD	Find out what your coworkers think.		http://compellingconversations.com/blog/2008/08/23/conversation-tip-15-seek-to-understand/
Medical Office Preparation - OLD	Find out what your coworkers think.		http://mlcresources.org/caw/lesson3/cultural_difficulties/index.html
Medical Office Preparation - OLD	Find out what your coworkers think.		http://www.mindtools.com/CommSkill/ActiveListening.htm
Medical Office Preparation - OLD	Find out what your coworkers think.		http://www.taft.cc.ca.us/lrc/class/assignments/actlisten.html
Medical Office Preparation - OLD	Explain what you think.		http://everything2.com/index.pl?node_id=1836710
Medical Office Preparation - OLD	Explain what you think.		http://www.mindtools.com/CommSkill/CommunicatingInAnOrganization.htm
Medical Office Preparation - OLD	Explain what you think.		http://www.positivityblog.com/index.php/2006/10/27/18-ways-to-improve-your-body-language/
Medical Office Preparation - OLD	Adjust what you say and do.		http://en.wikipedia.org/wiki/Compromise
Medical Office Preparation - OLD	Adjust what you say and do.		http://mlcresources.org/caw/lesson4/valued_worker/index.html
Medical Office Preparation - OLD	Adjust what you say and do.		http://www.abacon.com/commstudies/groups/roles.html
Medical Office Preparation - OLD	Adjust what you say and do.		http://www.ehow.com/how_8587546_build-strengthen-relationships-coworkers.html

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Medical Office Preparation - OLD	Test your knowledge.		http://online.themlc.org/mod/lesson/view.php?id=1085
Medical Office Preparation - OLD	Resolve Conflict and Negotiate		http://online.themlc.org/mod/lesson/view.php?id=1081
Medical Office Preparation - OLD	Recognize a conflict.		http://spot.pcc.edu/~rjacobs/career/resolving_workplace_problems.htm
Medical Office Preparation - OLD	Recognize a conflict.		http://www.mala.ca/conflict/problem.asp
Medical Office Preparation - OLD	Look for a "win - win" result.		http://mlcresources.org/caw/lesson2/complaints/index.html
Medical Office Preparation - OLD	Look for a "win - win" result.		http://www.mindtools.com/CommSkill/NegotiationSkills.htm
Medical Office Preparation - OLD	Try out an option.		http://conflict911.com/guestconflict/manworkplaceconflict.htm
Medical Office Preparation - OLD	Try out an option.		http://mlcresources.org/caw/lesson3/raise_promotion/index.html
Medical Office Preparation - OLD	Try out an option.		http://munews.missouri.edu/news-releases/2007/1030-robert-humor.php
Medical Office Preparation - OLD	Try out an option.		http://positivesharing.com/2006/07/5-essential-steps-to-resolve-a-conflict-at-work/
Medical Office Preparation - OLD	Test your knowledge.		http://online.themlc.org/mod/lesson/view.php?id=1081
Medical Office Preparation - OLD	Solve Problems and Make Decisions		http://online.themlc.org/mod/lesson/view.php?id=1083
Medical Office Preparation - OLD	Identify a problem & its cause.		http://erc.msh.org/quality/analyze.cfm
Medical Office Preparation - OLD	Identify a problem & its cause.		http://erc.msh.org/quality/describe.cfm
Medical Office Preparation - OLD	Identify a problem & its cause.		http://erc.msh.org/quality/identify.cfm
Medical Office Preparation - OLD	Identify a problem & its cause.		http://www.psychtests.com/tests/alltests.html
Medical Office Preparation - OLD	Think about possible solutions.		http://erc.msh.org/quality/plnsol.cfm

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Medical Office Preparation - OLD	Think about possible solutions.		http://mlcresources.org/caw/lesson1/progress_problems_suggestions/index.html
Medical Office Preparation - OLD	Think about possible solutions.		http://www.employmentspot.com/employment-articles/easy-solutions-to-workplace-problems/
Medical Office Preparation - OLD	Choose a solution & act.		http://erc.msh.org/quality/impsol.cfm
Medical Office Preparation - OLD	Choose a solution & act.		http://www.decision-making-confidence.com/decision-making-skills.html
Medical Office Preparation - OLD	Evaluate your decision.		http://erc.msh.org/quality/moneval.cfm
Medical Office Preparation - OLD	Evaluate your decision.		http://www.decision-making-confidence.com/sound-decisions.html
Medical Office Preparation - OLD	Test your knowledge.		http://online.themlc.org/mod/lesson/view.php?id=1083
Medical Office Preparation - OLD	Take Responsibility for Learning		http://online.themlc.org/mod/lesson/view.php?id=1087
Medical Office Preparation - OLD	Identify a learning goal.		http://mlcresources.org/caw/lesson2/instructions_directions/index.html
Medical Office Preparation - OLD	Identify a learning goal.		http://mlcresources.org/caw/lesson4/valued_worker/index.html
Medical Office Preparation - OLD	Identify a learning goal.		http://www.act.org/wwm/
Medical Office Preparation - OLD	Identify a learning goal.		http://www.thewclc.ca/edge/issue8/index.html
Medical Office Preparation - OLD	Figure out how to reach the goal.		http://www.jfyhicago.org/volunteer/S&W%20Worksheet.pdf
Medical Office Preparation - OLD	Figure out how to reach the goal.		http://www.tv411.org/learning/quiz.shtml
Medical Office Preparation - OLD	Work toward your goal.		http://resources.marshalladulthoodeducation.org/rs/hc/l55hc/Looking_for_a_Job_Level_5.5.pdf
Medical Office Preparation - OLD	Work toward your goal.		http://resources.marshalladulthoodeducation.org/rs/l5/jobs_pre-read.htm
Medical Office Preparation - OLD	Work toward your goal.		http://www.marshalladulthoodeducation.org/rs/hc/l45hc/A_Successful_Job_Interview_Level_4.5.pdf

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Medical Office Preparation - OLD	Work toward your goal.		http://www.thewclc.ca/edge/issue7/RateYourself/RateYourself1.html
Medical Office Preparation - OLD	Introduction to Word Structure		http://mlcresources.org/mbc_terminology/practice/quiz_1/index.html
Medical Office Preparation - OLD	Introduction to Word Structure		http://mlcresources.org/mbc_terminology/practice/quiz_2/index.html
Medical Office Preparation - OLD	Introduction to Word Structure		http://mlcresources.org/mbc_terminology/practice/quiz_3/index.html
Medical Office Preparation - OLD	Introduction to Word Structure		http://www.nlm.nih.gov/medlineplus/medicalwords
Medical Office Preparation - OLD	Combining Forms		http://www.medword.com/combos.html
Medical Office Preparation - OLD	Combining Forms		http://www.medword.com/MedGames/CFpopquiz.html
Medical Office Preparation - OLD	Combining Forms		http://www.quia.com/jg/1868143.html
Medical Office Preparation - OLD	Suffixes		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Suffixes&title=Flash%20Cards
Medical Office Preparation - OLD	Suffixes		http://free-ed.net/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=26
Medical Office Preparation - OLD	Suffixes		http://www.funtrivia.com/playquiz/quiz2398761b76ee8.html
Medical Office Preparation - OLD	Suffixes		http://www.mtworld.com/tools_resources/suffixes.html
Medical Office Preparation - OLD	Suffixes		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=27
Medical Office Preparation - OLD	Suffixes		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=28
Medical Office Preparation - OLD	Prefixes		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Prefixes&title=Flash%20Cards
Medical Office Preparation - OLD	Prefixes		http://www.medword.com/prefixes_test.html

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Medical Office Preparation - OLD	Prefixes		http://www.mtworld.com/tools_resources/prefixes.php?letter=all
Medical Office Preparation - OLD	Prefixes		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=18
Medical Office Preparation - OLD	Prefixes		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=22
Medical Office Preparation - OLD	Pronunciation of Medical Terms		http://www.englishclub.com/pronunciation/word-stress.htm
Medical Office Preparation - OLD	Spelling Medical Terms		http://www.medword.com/MedGames/PLpopquiz.html
Medical Office Preparation - OLD	Spelling Medical Terms		http://www.medword.com/prefixes.html
Medical Office Preparation - OLD	Spelling Medical Terms		http://www.medword.com/suffixes.html
Medical Office Preparation - OLD	Spelling Medical Terms When Adding Affixes		http://www.medword.com/prefixes.html
Medical Office Preparation - OLD	Spelling Medical Terms When Adding Affixes		http://www.medword.com/suffixes.html
Medical Office Preparation - OLD	Forming Plurals		http://www.medword.com/MedGames/PLpopquiz.html
Medical Office Preparation - OLD	Body Systems - The Basics		http://www.dmu.edu/medterms/basics/
Medical Office Preparation - OLD	Body Systems - The Basics		http://www.quia.com/jg/1808258.html
Medical Office Preparation - OLD	Body Systems - The Basics		http://www.quia.com/jg/1875945.html
Medical Office Preparation - OLD	Body Systems - The Basics		http://www.wisc-online.com/objects/ViewObject.aspx?ID=GEN504
Medical Office Preparation - OLD	Circulatory System		http://davisplus.fadavis.com/gyls-systems6/Animations/animations.cfm?exercise=BloodFlow&title=Blood%20Flow
Medical Office Preparation - OLD	Circulatory System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Cardiovascular&title=Flash%20Cards

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Medical Office Preparation - OLD	Circulatory System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Cardiovascular&title=Word%20Search
Medical Office Preparation - OLD	Circulatory System		http://en.wikipedia.org/wiki/File:Diagram_of_the_human_heart_%28cropped%29.svg
Medical Office Preparation - OLD	Circulatory System		http://www.dmu.edu/medterms/circulatory/circulatory_terms.cfm
Medical Office Preparation - OLD	Circulatory System		http://www.quia.com/jg/1809698.html
Medical Office Preparation - OLD	Circulatory System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=9
Medical Office Preparation - OLD	Circulatory System		http://www.wisc-online.com/objects/ViewObject.aspx?ID=GEN504
Medical Office Preparation - OLD	Nervous System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Nervous&title=Flash%20Cards
Medical Office Preparation - OLD	Nervous System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Nervous&title=Word%20Search
Medical Office Preparation - OLD	Nervous System		http://www.dmu.edu/medterms/nervous/nervous_terms.cfm
Medical Office Preparation - OLD	Nervous System		http://www.quia.com/jg/1916375list.html
Medical Office Preparation - OLD	Nervous System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=12
Medical Office Preparation - OLD	Digestive System		http://davisplus.fadavis.com/gyls-systems6/Animations/animations.cfm?exercise=Colostomy&title=Colostomy
Medical Office Preparation - OLD	Digestive System		http://davisplus.fadavis.com/gyls-systems6/Animations/animations.cfm?exercise=GERD&title=Gastroesophageal%20Reflux%20Diseases%20%28GERD%29
Medical Office Preparation - OLD	Digestive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Digestive&title=Flash%20Cards
Medical Office Preparation - OLD	Digestive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Digestive&title=Word%20Search

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Medical Office Preparation - OLD	Digestive System		http://video.about.com/ibdcrohns/Digestion.htm
Medical Office Preparation - OLD	Digestive System		http://www.dmu.edu/medterms/digestive/digestive_terms.cfm
Medical Office Preparation - OLD	Digestive System		http://www.quia.com/jg/1822834.html
Medical Office Preparation - OLD	Digestive System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=7
Medical Office Preparation - OLD	Urinary System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Urinary&title=Flash%20Cards
Medical Office Preparation - OLD	Urinary System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Urinary&title=Word%20Search
Medical Office Preparation - OLD	Urinary System		http://kidshealth.org/parent/general/body_basics/kidneys_urinary.html#a_The_Importance_of_the_Kidneys_and_Urinary_Tract
Medical Office Preparation - OLD	Urinary System		http://www.dmu.edu/medterms/urinary/urinary_terms.cfm
Medical Office Preparation - OLD	Urinary System		http://www.health.medicbd.com/library/video_play/a47952isgx0
Medical Office Preparation - OLD	Urinary System		http://www.quia.com/jg/1834489.html
Medical Office Preparation - OLD	Urinary System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/framemain03.asp?secNum=13
Medical Office Preparation - OLD	Endocrine System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Endocrine&title=Flash%20Cards
Medical Office Preparation - OLD	Endocrine System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Endocrine&title=Word%20Search
Medical Office Preparation - OLD	Endocrine System		http://kidshealth.org/parent/general/body_basics/endocrine.html#
Medical Office Preparation - OLD	Endocrine System		http://www.ama-assn.org/ama/pub/physician-resources/patient-education-materials/atlas-of-human-body/endocrine-system.shtml
Medical Office Preparation - OLD	Endocrine System		http://www.labtestsonline.org/understanding/conditions/endocrine-3.html

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Medical Office Preparation - OLD	Endocrine System		http://www.proprofs.com/flashcards/story.php?title=endocrine-system-combining-forms-chapter-18
Medical Office Preparation - OLD	Respiratory System		http://davisplus.fadavis.com/gyls-systems6/Animations/animations.cfm?exercise=CO2O2&title=Carbon%20Dioxide/Oxygen%20Transport
Medical Office Preparation - OLD	Respiratory System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Respiratory&title=Flash%20Cards
Medical Office Preparation - OLD	Respiratory System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Respiratory&title=Word%20Search
Medical Office Preparation - OLD	Respiratory System		http://www.dmu.edu/medterms/respiratory/respiratory_terms.cfm
Medical Office Preparation - OLD	Respiratory System		http://www.quia.com/jg/1830772.html
Medical Office Preparation - OLD	Respiratory System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/frameMain03.asp?secNum=6
Medical Office Preparation - OLD	Female Reproductive System		http://davisplus.fadavis.com/gyls-systems6/Animations/animations.cfm?exercise=Cardinal_Movements&title=Cardinal%20Movements%20at%20Birth
Medical Office Preparation - OLD	Female Reproductive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Female_Reproductive&title=Flash%20Cards
Medical Office Preparation - OLD	Female Reproductive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Female_Reproductive&title=Word%20Search
Medical Office Preparation - OLD	Female Reproductive System		http://www.dmu.edu/medterms/reproductive_female/reproductive_female_terms.cfm
Medical Office Preparation - OLD	Female Reproductive System		http://www.sweethaven.com/sweethaven/MedTech/MedTerm/frameMain03.asp?secNum=14
Medical Office Preparation - OLD	Female Reproductive System		http://www.youtube.com/watch?v=5uPNr27eSVA
Medical Office Preparation - OLD	Male Reproductive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Male_Reproductive&title=Flash%20Cards
Medical Office Preparation - OLD	Male Reproductive System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Male_Reproductive&title=Word%20Search

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Medical Office Preparation - OLD	Male Reproductive System		http://www.dmu.edu/medterms/male-reproductive-system
Medical Office Preparation - OLD	Male Reproductive System		http://www.quia.com/jfc/1847351.html
Medical Office Preparation - OLD	Musculoskeletal System		systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Flash_Cards-Musculoskeletal&title=Flash%20Cards
Medical Office Preparation - OLD	Musculoskeletal System		http://davisplus.fadavis.com/gyls-systems6/Interactive_Exercises/interactive_exercise.cfm?exercise=Word_Search-Musculoskeletal&title=Word%20Search
Medical Office Preparation - OLD	Musculoskeletal System		http://www.dmu.edu/medterms/musculoskeletal/musculoskeletal_terms.cfm
Medical Office Preparation - OLD	Musculoskeletal System		http://www.quia.com/jg/1965566.html