



MEDICAL SUPPORT SERVICES

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Start Date & Time:

First-year students begin September 1, 2020
Regular daily start time is 8:30 a.m.
Second-year students return September 3, 2020

Location of Classrooms: (Beginning January)

Charlottetown Centre, Prince of Wales Campus
(East wing, main floor, rooms 132E, 136E, 137E)

Christmas Break:

Last teaching day: December 11, 2020
Students return: January 6, 2021

Spring Break:

February 22 to 26, 2021

IMPORTANT NOTE: If you plan on purchasing a computer or laptop for home use, please be advised that most MSS software programs require a Windows-based operating system. This means that Chromebooks or Apple products such as MacBooks will not be able to effectively run the required software programs. A document outlining specific technical requirements will be emailed to you directly from the program.

OUT OF PROVINCE STUDENTS: Currently, the Chief Public Officer has indicated that anyone entering Prince Edward Island must self-isolate for 14 days. Currently, out of province students must apply for travel approval from the province and will need to provide proof of enrollment at Holland College along with proof of accommodation for entry into P.E.I. If the current directive of self-isolation from the Chief Public Officer changes between now and September 1st, students will be advised of such changes by Holland College.

Medical Support Services
MSS 2020 – 2021 BOOKLIST

TITLE & ISBN	COURSES	PURCHASE DATE
FIRST YEAR		
Paradigm Keyboarding & Applications 1, Sessions 1-60 (for MS Office 365—text, eBook access, and online lab) 7th edition, Mitchell, Roggenkamp, King, and Kapper ISBN: 9781792433092 (2-year bundle)	Keyboarding Speed and Accuracy Development – Beginner (MEDS-1050); Keyboarding Speed and Accuracy Development – Intermediate (MEDS-1060), Document Management (MEDS-1015)	September Year 1 Required in Years 1 and 2
Personal Development for Life and Work, 10th edition, Masters and Wallace ISBN: 978-0-538-45023-2	Professional and Personal Development (PROF-1045)	September Year 1
Marquee Series MS Office 365, 2019 Edition (bundled with Cirrus access card) by Rutkosky and Roggenkamp ISBN: 978-0-76388-831-2	Computer Applications (COMP-1200)	September Year 1
Health Unit Coordinating, 7th edition, by Gillingham and Seibel ISBN: 978-1-4557-0720-1	HUC Clinical I (MEDS-1185); HUC Clinical II (MEDS-1200); HUC Clinical III (MEDS-1210)	December Year 1 Required in Years 1 and 2
Medical Terminology: A Living Language, 7th edition with MyMedicalTerminologyLab access by Fremgen and Frucht ISBN: 9780134760612	Medical Terminology and Anatomy I, II, and III (MEDS-1020; MEDS-1120; MEDS-1125); Medical Transcription I (MEDS-1175); Medical Transcription II (MEDS-1180)	September Year 1 Required in Years 1 and 2
Dorland’s Pocket Medical Dictionary, 30th edition, Elsevier ISBN: 978-0-3235-5493-0	Medical Terminology and Anatomy I, II, and III (MEDS-1020; MEDS-1120; MEDS-1125); Medical Transcription I (MEDS-1175); Medical transcription II (MEDS-1180)	September Year 1 Required in Years 1 and 2
Filing Made Easy: A Filing Simulation by Holmes and Conway ISBN: 978-0-0281-3831-2	Document Management (MEDS-1015)	December Year 1
Canadian Business English, 7 Ed. with MindTap ISBN: 978-0176791736	Grammar and Editing (ENGL-1001)	December Year 1
Plunkett’s Procedures for the Medical Administrative Assistant by Ramsay and Rutherford ISBN: 978-1-77172-196-7	Medical Office Procedures I (MEDS-1030), Medical Office Procedures II (MEDS-1110), and Medical Office Billing and Scheduling (MEDS-1185)	September Year 1 Required in Years 1 and 2

SECOND YEAR		
Please do not purchase second-year books until second year as they are subject to change		
AHDI Book of Style & Standards for Clinical Documentation 4th edition, by AHDI ISBN: 978-0-935229-64-6	Medical Transcription I (MEDS-1175); Medical Transcription II (MEDS-1180)	September Year 2
Pharmacology for Canadian Medical Office Workers, (Custom Solution), Holland, Adams, Brice, LeBlanc ISBN: 9781323953914	Pharmacological Terms and References (MEDS-1140); Medical Transcription II (MEDS-1180)	September Year 2

Other Required Materials Which May Be Purchased in Advance (see dates below)

USB/thumb drives, index/recipe cards, subject binders, combination lock (no keyed locks), English dictionary, uniforms/scrubs and white sneakers, stand-alone calculator (calculator on a cell phone not acceptable), noise cancelling headset (earbuds not recommended).

OTHER MUST HAVES		
Thumb drive/portable USB	For use in most courses	September Year 1
Uniforms/scrubs and/or office appropriate attire	Program & on-the-job training (MSS has a dress code that coincides with healthcare industry standards).	January Year 1
White sneakers (or as little color as possible) or nursing shoes and/or office appropriate shoes		January Year 1
Index cards and individual binder rings	Medical Terminology, HUC, and Pharmacology	September Year 1
Combination lock (no keyed locks, please)	For assigned lockers in program area	January Year 1
Headset (good quality with USB or straight plug; noise cancelling is best; ear buds without over-the-head design are discouraged)	Will be used for coursework and testing in many courses.	September Year 1

How many grads are working?

A high percentage (approximately 96%) of the grads from last year are working.