

Quickstudy Reference Guides

Latin is the key that opens the door to many other languages and this guide covers roughly 1300 words found in the most frequently read Latin literature. This 6 page laminated reference guide is designed for quick access, easy review and focus by organizing words alphabetically for translation, and also by part of speech if the guide is needed for composition. Reviewing this guide often - will boost grades. An inexpensive tool that can go anywhere and help to retrain the brain to tackle many other languages is a must have. 6 page laminated guide includes: Colors Ordinals & Cardinals Seasons & Expressions of Time The Gods Nouns - in Alphabetical Order Pronouns - in Alphabetical Order Prepositions & Conjunctions - in Alphabetical Order Adjectives - in Alphabetical Order Adverbs - in Alphabetical Order Verbs - in Alphabetical Order HIPAA violation costs can be as high as \$1.5 million per year or could result in jail time. Having a handy and concise guideline reference can protect health care professionals and their patients from missteps that could unknowingly cause violations. This inexpensive 6 page laminated guide can support managers, owners, privacy & security officers and staff day to day or in training, as well as students in HIPAA compliance courses. 6 page laminated guide includes: HIPAA Rules & Related Laws When HIPAA Applies HIPAA-Related Risks HIPAA Enforcements HIPAA Privacy Rule Requirements HIPAA Security Rule Requirements HIPAA Data Breach Notification Rule

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Requirements HIPAA Privacy, Security & Compliance in Practice Additional Resources Math that is taught to be used in the working world by focusing on a collection of analysis techniques. Very useful for business, accounting and computer majors and professionals. The essence of course coverage is streamlined in 6 laminated pages to support studies or to use as a reference and refresher beyond schooling. With real world examples, answers and succinct explanation, this guide can easily support your working or academic needs. 6 page laminated guide includes: Statements of Logic Combinatorics Permutations Combinations Binomial Theorem Pascal's Triangle Multinomial Coefficients & Partitions Probability Simple Events Odds Fundamental Counting Principle Independent Events Dependent Events Bayes' Theorem Expected Value Matrices Definition/Notation Matrix Addition & Subtraction Scalar Multiplication Multiplying Two Matrices Identity Matrix Inverse Matrix Linear Programming Methodology Graphing Used When Optimizing 2 Variables Simplex Method Used When Optimizing 2 Variables Applications Cost, Revenue & Profit Break-Even Analysis Supply & Demand Linear Depreciation Compound Interest Annuities BarCharts, Inc was founded on our law guides created by the owner, designed to understand the significance of details within the larger scheme of the law, as a daily refresher, and to review before the Bar Exam. Twenty five years later we keep those guides up to date for students, paralegals and practicing lawyers to have the most handy legal reference to the most important points of the law possible in 6 laminated

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pages. 6-page laminate guide includes: Freedom & Power To Transfer Property At Death Execution Of Valid Will Scope Of Will Construction Of Will Revocation Of Will Contracts Concerning Wills Disposition Of Decedent's Property Probate Intestacy Advancement Transfer To Minor Will Substitutes Bars To Succession Trusts Terms Handy reference that is as fast and durable as those people who choose to work in the world of mass media. Every tool helps with today's challenging goal of sharing information that is accurate, precise, clear and without bias, online, on air or in print (in words, photos, videos, or graphics, and in many mediums). The info you need to know regarding principles and guidelines to ethics, types of writing, uses of photography and videography, terminology, style, spelling, punctuation, and grammar is here in 6 laminated pages designed for quick access. Students in communications, mass media, and journalism, experienced writers, editors, managers and others at magazines, newspapers and news bureaus will find this tool a must-have. AP is also used in business for writing press releases, marketing campaigns and other corporate items, as well as online-only publishers, web content creators and bloggers. 6 page laminated guide includes: What Is AP Style? Special AP Stylebook Sections Broadcast Guidelines Business Guidelines Data Journalism Food Guidelines AP Principles Accuracy in Images Aim for On-the-Record Reporting Avoid Hate Speech Conflicts of Interest Copyright Infringement Corrections Data & Graphics Privacy Responses Social Media Terminology Punctuation Other Styles Recent Updates

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Take the mystery out of basic math with the latest edition of BarCharts' best-selling Math Review QuickStudy guide. With updated content and an additional panel of information, Math Review includes hard-to-remember formulas and properties, along with numerous examples and illustrations to improve understanding. This comprehensive math guide will assist you way beyond your high school and college years.

Focusing on the current "best practice" of the C++ standard, this handy 6 page laminated reference guide is a must-have desktop tool designed to give you the need-to-know answers at your fingertips. Author Scott Smith with 30 plus years of experience using C++ and authoring thousands of pages of technical documentation while working with world-wide financial markets has meticulously constructed the reference he knows you need. C++ is a living language which is continuously evolving. The code in this guide was testing against GCC 8.2.1 and should work with any C++ compiler which fully implements the standard. 6 page laminated guide includes: Basic Concepts Source Code Comments The Preprocessor Line Continuation Keywords, Attributes Fundamental Types Enumerations Compound Types, Incomplete Types, Type Aliases Objects, CV Qualifiers, Storage Class Specifiers Object Lifetime, Object Initialization Literals Expressions, Operators, Statements Functions Lambda Expressions Classes Access Specifiers Special Member Functions Copy/Move Namespaces Name Resolution & Scopes, Name Hiding Polymorphism Function Overloading Type

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Conversion Operator Overloading

Flying and operating an aircraft is a massive responsibility done so under regulation that requires unique training, knowledge and skills that all start with an understanding of very specific terminology, abbreviations and acronyms. The essentials are included in this 6 page laminated guide written succinctly and organized alphabetically so you can find terms, illustrations and diagrams faster than any other source. Designed for easy storage and durability this guide will be your copilot for years to come whether you are entering flight school or as a seasoned pilot who would like a well-rounded quick refresher. Also perfect reading material for curious passengers. 6 page laminated guide includes: Essential terms with definitions from A to Z Illustrations and diagrams

For those budding photographers who are struggling with f/stops or wanting to know the best way to frame an image, this 3-panel (6-page) guide is an ideal source of information. Jam-packed with handy tips and tricks, along with full-color illustrations and graphics, this is one study tool that no camera owner should be without.

Verbs are one of the most difficult aspects of English, especially for language learners. This tool is designed to find answers fast. Best if used during or after a course, training, or tutoring of the English language, even if being taught by friends or family. All content is in English. Every facet of verb use is covered including examples and tables. This 6 page laminated guide is handy enough to go anywhere as a cheat sheet reference for speaking English. As a new student of the language this is a must-have, as the learner progresses the guide offers quick access answers for practice until the guide becomes less and less necessary. 6 page laminated guide

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includes: English Verbs Past Tense of Regular Verbs Informal/Slang Verb Forms The Gerund Verb Tenses 100 Most Common Verbs Conjugation of To Be, To Have & To Do Used To Verb Categories Contractions Conditional Sentences Subjunctive Expressing Preference Polite Requests Active & Passive Forms Modals Modal Summary Phrasal Verbs Wishes Direct Speech & Reported Speech Some Irregular Verbs

This 6-page study guide contains basic chemistry analysis and concepts designed specifically to aid science students.

BarCharts' best-selling quick reference to chemistry has been updated and expanded in this new edition. With updated content and an additional panel of information, this popular guide is not only an essential companion for students in introductory chemistry courses but also a must-have refresher for students in higher-level courses. Author Mark D. Jackson, PhD, a scientist and university chemistry professor, has a gift for making the complicated subject of chemistry interesting and easy to understand--without the fluff. In this new edition, you will find more coverage of the subject, helpful illustrations, chemical problems, and practical applications, making this a study tool you won't want to be without.

Students and working professionals will find this guide filled with top to bottom essentials of management to be the most comprehensive and utilitarian tool for study or reference. Expertly written and designed to fit in 6 laminated pages, the condensed outline format covers the essence of a management college course. Organized for quick access to the answers you need for class, tests, or for reference to mainstays of a working day - a quick review of core concepts and the full listing of key factors for anything from human resources to operations can keep you on your toes. By sticking to facts and eliminating fluff, we give you a great return on

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investment through better grades and better business as well as laminated durability to ensure this guide will last through college and your career. 6 page laminated guide includes: Who is a Manager? Factors Affecting Management Evolution of Management Making Decisions Economic Considerations Work Groups & Teams General Operations Changing Environments Human Resources Planning for the Future Organizing, Staffing & Coordinating Leading the Organization Controlling Direction & Operations Communications International Business Ethical Reasoning in Business Management in the 21st Century

Essential academic skill requirements covered for the HESI test for entry into Nursing School, all in 6 laminated pages. The HESI A2 is predictable and this aspect makes the test easier to study for since the same concepts are covered in every test using the same types of questions. However, many people have underestimated this test their first time around and had to take it again, do not be one of them. These 6 laminated pages are a guide to success. Nurses are some of the biggest fans of QuickStudy guides, so start your collection and get started on a new career. 6-page laminated guide includes: Mathematics Reading Comprehension Vocabulary Grammar Biology Chemistry Anatomy & Physiology Physics

Increase your score on the GRE with a tool that is highly portable, easy to review and less expensive than any other study aid. Vocabulary is of huge importance for reading and interpreting text then knowing and understanding context while analyzing written material. The exam features fill-in-the-blank questions where you choose the best word for context, a nuanced skill that depends on vocabulary knowledge which will be thoroughly tested in the verbal reasoning section of the exam - which can be much harder without a review of the most challenging words you may encounter as possible answers. Being organized alphabetically by

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word root allows you to understand the root to better decode words that are not memorized or already in your common vocabulary. Whether taking the exam while in college, after your undergrad, or with some time in-between, this 6-page laminated guide of those all-important roots and vocabulary words can go anywhere. 6-page laminated guide includes: Over 800 GRE Vocabulary Words Organized Alphabetically by Word Root Top GRE Vocabulary Words This 6-page pictorial guide will help you to recognize and differentiate vast arrays of rocks and minerals and their compositions.

Find the words and definitions you need faster than any other source, plus psychologists and their most consequential work, defined theories, as well as areas of study in alphabetical order. In 6 laminated pages, expertly written and concise definitions can support your studies with just a glance. No closing of windows or leaving that page. Whether you are taking psychology to fulfill a requirement, you are a new student of psychology building a foundation, or you are already practicing and need a refresher or lookup of an uncommon term, you cannot go wrong with this high-value reference at an unbeatable price. 6 page laminated guide includes: All categories arranged alphabetically Psychology terms and succinct definitions Psychology Theorists - most consequential theory & work Theories & their definitions Areas of Study - with descriptions

This 4-page guide is arranged alphabetically and contains hundreds of useful, up-to-date definitions and terms covering the styles and techniques writers use to transmit their ideas. This concise, quick-access, kitchen-proof guide is a powerful tool for understanding plant based food options from around the world, how to make them from scratch, and the nutritional value in plant-based meal planning. Essential reference for exploring options, for considering

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going full plant-based, or if you've been a vegetarian or vegan for years. Millions of us are moving toward plant-based diets for our health and the health of our planet. But what is a plant-based diet? Can they include some meats and fish? This 6 page laminated guide delivers the facts and the means to adopt foodways so you can set your own rules. What does it mean to be flexitarian? What are complete proteins, and what foods do we really need to live a healthy, plant-based lifestyle? What plant-based foods provide the same deep sense of satiety as meats do? Author and Chef Jay Weinstein, CIA-trained veteran of America's finest kitchens (New York's Le Bernardin, Boston's Jasper) also a Chef-Instructor for Health-Supportive Culinary Arts offers his knowledge in a reference we can give you at a value that is unmatched.

6 page laminated guide includes: Definitions Flexitarianism Building Proteins Plant-Based Complete Protein Sources Seitan, Soybeans, Tofu, Soy Milk, Other Soy-Based Products, Tempeh Plant-Based "Meats" Drawbacks Advantages Bean & Grain World Tour Soaking & Cooking Beans, Latin America, Europe, Asia, Middle East, United States Leafy Greens Kale, Swiss Chard, Cabbages, Sauerkraut & Kimchi, Collard Greens, Asian Greens Nightshade Vegetables Romaine Lettuce, Tomatoes, Eggplants, Potatoes, Chilies, Goji Berries Root Vegetables Celeriac, Beets, Turnips, Carrots, Parsnips, Potatoes Sea Vegetables Squashes Squash Skins, Hubbard Squash, Delicata Squash, Spaghetti Squash, Sugar Baby Pumpkins Satiety Juices & Smoothies Cost, Health Benefits, Making Juice without a Juicer, Southeast Asia & the Caribbean Islands, High-Speed Blenders, Teas

Extremely important essay form that lays the groundwork for persuading others to see your side. Students will be asked to write this essay type (also known as a persuasive essay) from grade school through college, and definitely on standardized tests. Beyond school, much of a

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career can be spent debating points to persuade your peers, coworkers, colleagues, customers, vendors, constituents, etc. Which is why the skill is important enough to be tested nationwide. Great for school, these 6 laminated pages can last to support the process of persuasion for a lifetime. 6-page laminated guide includes: Understanding Argument & the Writing process Logic in Argument Six Evidences of a Good Argument Types of Arguments What an Argument Requires Arguable Issues Reading Argumentative Materials Writing Your Own Argument Critical Thinking Prompts Purpose & Parts of an Argument Types of Claims Types of Evidence Types of Fallacies Questions for Reading/Writing an Argument Writing the Argumentative Essay Understanding the Audience Research Model Essay Outline Sample Essay

Quick reference to the answers you need for your education as a surgical technologist, also known as a scrub, scrub tech, surgical technician or operating room tech. Working in an operating room for surgery requires organized precision and skill to be part of a lifesaving team. In 6 laminated pages this tool will keep the most important core elements of your education at your fingertips for easy and quick review at a moment's notice in the classroom, as a last-minute review or during marathon study sessions. Frequent reviews will commit these answers to your memory for class tests, the CST exam for certification, and beyond to job interviews and ultimately the operating room. Ensure success in this exciting and growing field with a study tool that offers more value per page than any surgical tech study tool out there. 6 page laminated guide includes: Introduction Operating Room (OR) Team CST-Associated Organizations Medical Terminology Used in the OR Prefixes, Suffixes & Abbreviations OR Layout, Furniture & Air Quality Control Anatomy for the Surgical Technician Patient Positions

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on the OR Table Surgical Instruments in the OR Anesthesia & Pharmacology Hemostasis
Disinfection & Sterilization The Instrument Cycle

A must-have for business and accounting students or professionals as a go-to review. The essentials packed into this 6 page laminated guide cover the breadth of Corporate Finance with artfully written details so you can find the answer you need faster than any other source. Equations, can be found at a glance and real world examples of easily confused terminology offer a memory boost. Our best-selling QuickStudy business author, Michael Griffin targets the structure and details as only an experienced professor, author, textbook subject matter expert and working professional can. 6-page laminated guide includes: Corporation Basics Regulation of the Corporation Financial Statements Financial Statement Analysis Managing Current Assets Time Value of Money Interest Rates Capital Budgeting Financial Planning Short- Term Financing Bonds & Bond Valuation Stock & Stock Valuation Financial Markets & Securities Cost of Capital Options, Warrants & Convertibles Dividends & Share Repurchases Enterprise Risk Management Corporate Restructuring Suggested uses: Students - quick reference that is compact and easily reviewed on a daily or weekly basis and definitely before exams Business Professionals - handy go-to for those in finance but especially for employees that are not and need to see the larger picture of finance in the corporate structure, as well as the importance of every detail Professors - use this guide as a corporate finance course syllabus to offer more to your students at a price that beats any supplemental material

BarCharts, Inc was founded on our law guides created by the owner, designed to understand the significance of details within the larger scheme of the law, as a daily refresher, and to review before the Bar Exam. Twenty five years later we keep those guides up to date for

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students of law and criminal justice, paralegals and practicing lawyers to have the most handy legal reference to the most important points of the law possible in 6 laminated pages. 6-page laminated guide includes: Intentional Torts Negligence Duty of Care Nuisance Defamation Invasion of Privacy Misrepresentation Special Issues Strict Liability Tort Reform Suggested uses: Students - with the sheer volume of facts to learn as a student of law, use this quick reference tool to find essential answers fast and review and refresh until you know you are prepared Exams - use as the last review for tests or even the Bar exam Professionals - use for employee reference in the office or use to refresh for yourself

Dynamics and the study of motion.

Calculations, formulas, measurements, conversions, dosages, rates, equivalents and more are expertly organized in this 6 page laminated reference guide with clear color coded sections and easy to read layout. You can find your answer fast as a medical professional or a medical student on the job or in the classroom. Author Dr. Shelley C. Safian is a professor and author of six textbooks and multiple best selling QuickStudy reference guides. Topics covered include: Measurement Basics Calculations & Formulas Apothecary System Laboratory Measures Reimbursement Calculators Health-Care Operating Indicators Coding Measurements Burns - Adults, Children, Infants Coding Excision of Lesions, Laceration & Wound Repair Pediatric Definitions Dosage Calculators Expected Growth Rates APGAR Scoring for Newborns Clinical Indicators Respiration, Blood Pressure, Cardiac Output, Stroke Symptoms, Hemodynamic Parameters, Blood Flow Rate, Mean Arterial Pressure (MAP), Body Mass Index (BMI), Cardiac Assessment Vital Signs Table by Age Pressure Ulcer Risk Assessment Pulse Rates by Age & Pulse Volume Variations Pain Scale, Aldrete Score/Postanesthetic Recovery Score,

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Electrolytes & Imbalance Levels & Calculations, Arterial & Venous Blood Normal Values, Dosage Calculations, Arterial Blood Gases: Normal Values, Edema Rating Scale, Deep Tendon Reflexes Grading, Muscle Strength, Body Surface Area Intravenous Drip & Flow Rates Needle Lengths & Gauges Lung Volume & Capacities, Respiratory Management Home Health Care Group Severity Levels Heart Failure Classifications Glasgow Coma Scale Trauma Score Titration Table

Get better grades using proven tactics of the most successful students. Learning so many subjects can be so much easier when taught how to study. This quick and easy 6 page laminated reference to those tactics can help reinforce with every review. Follow the guide and practice, practice, practice the tactics until they are habit. Harness the power of routine, build self-discipline, develop time management skills and success will follow. Practice will be easier with this guide as a road map. Once these skills are habit, you will know the road to success like the back of your hand. 6-page laminated guide includes: Start Positive, End Positive Study Habits in Class Reading at Home Studying for Specific Subjects Daily & Weekly Reviews Discipline & Organization in Planning Motivation Power Breaks Study Aids Practice Makes Perfect Collaborate: Bring Together Great Minds Committing Knowledge to Long Term Memory Study Environment Final Review Why You Should Never Cram Before the Big Day Test Day: Time to Shine Test-Taking Tips Suggested uses: Parents - Get this guide early and know how to help your child study from a young age to make your, and their, lives easier and ultimately more successful Students - Keep this guide for reviewing regularly until these tactics become habit, then still review the guide for future support Educators & Administrators - Consider buying in bulk as a handout to students to promote healthy study habits, boost test

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scores, grades and student success rates

Contains full-color illustrations of fifteen human body systems, covering surface anatomy, joints and ligaments, the brain, the senses, the heart, origins and insertions, and the skeletal, muscular, nervous, digestive, respiratory, circulatory, lymphatic, urogenital, and reproductive systems.

As a monumentally important figure throughout the world, in history, and in many people's lives, having a complete reference that focuses on what we know about Jesus's time on earth must encompass what we know about where he was and what was happening historically while he was here. Archeological and sociopolitical analysis offers a broad understanding of who Jesus was combined with the biblical and theological account over thousands of years. This 6 page laminated guide is a great reference to critical points historically and theologically for an academic approach to gospel, Christology, and important historical facts regarding the world Jesus lived in on earth. Historical Jesus First Century Israel Gospels Apostolic Age Ante-Nicene Period Council of Nicea (325 CE) Council of Chalcedon Theology Judaic Monotheism Gospels Early Church Christology Theologians

Updated for 2018 ICD-10 CM (International Classification of Diseases, Clinical Modification) guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to

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provide the largest number of valuable facts you can find in 6 pages, designed for you to find answers fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals for classifying and coding diagnoses, symptoms and procedures recorded in conjunction with hospital care. 6-page laminated guide includes: General Coding Conventions & Official Guidelines Instructional Notations Chapter-Specific Official Guidelines Selection of Principal Diagnosis Reporting Additional Diagnoses Diagnostic Coding & Reporting Guidelines for Outpatient Services Steps to Coding Diagnoses Using the ICD-10-CM Manual Documentation of Complications of Care Rules of Compliance External Cause Codes Sequencing Multiple Codes Correctly What to Code & What Not to Code The Process of Abstracting Medical Coding ICD-10-PCS Selection of Principal Procedure ICD-10-PCS Coding Conventions ICD-10-PCS Sections & Subsections Medical & Surgical Section: Guidelines Obstetrics Section: Guidelines New Technology Section: Guidelines ICD-10-PCS Terms

This 4-page study guide contains fundamental logic definitions and analysis which is specifically designed to aid science students.

Quick reference guide to the 7th edition of the American Psychological Association's publication manual for rules of punctuation, reference citation, structure and format in 6 laminated handy pages filled with the answers you need for these commonly used guidelines. This style guide is used largely in academics, psychology, communications,

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business, nursing, social sciences, criminology, education, economics and more. Having a quick reference handy can speed up the writing and editing process allowing the writer to focus on the quality of the paper, ensuring a better grade if you are a student or a more professionally clean article or paper if writing for publication in your field. For the convenience and benefit of increasing the quality of your writings, the price makes it easy to add this to your writers toolbox. 6 page laminate guide includes: What is APA Style? Scientific Writing Manuscript Structure & Content Clear & Concise Writing The Mechanics of Style Visuals & Results Paper Format with Sample Paper Citing Sources in the Text with Examples Reference Type List Sample Reference List Publication Process Suggested uses: Students - Handy reference while writing papers, collect the set of guides you need for your classes to easily switch between styles Professors/Teachers - Keep handy while writing for academic journals in your subject area Professionals - Use while writing academic articles or papers for publication Guaranteed to boost test scores and grades. The essentials of this branch of mathematics are an important foundation that future more advanced math is built upon. Using this as a review and reinforcement tool is quick and easy to do daily or weekly, keeping all concepts fresh once you move deeper into the subject. For complete coverage, get the Geometry Part 2 QuickStudy guide and use the two guides to study, reference, review and ace the grade. 6-page laminated guide includes: Geometric Formulas Undefined Terms Defined Terms Space Shapes Lines Planes Line Segments

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Rays Angles Suggested uses: Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly Memory - refreshing your memory repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts Test Prep - no student should be cramming, but if you are, there is no better tool for that final review

Updated for 2018 ICD-10 guidelines, this 6 page laminated guide covers core essentials of coding clearly and succinctly. Author Shelley C. Safian, PhD, RHIA, CCS-P, COC, CPC-I, AHIMA-approved ICD-10-CM/PCS trainer used her knowledge and experience to provide the largest number of valuable facts you can find in 6 pages, designed so that answers can be found fast with color coded sections, and bulleted lists. A must for students seeking coding certification and a great desktop refresher for professionals. 6-page laminated guide includes: General Coding & Legal Guidelines Coding Tips Conditions & Diagnoses Diagnosis Coding Pathology & Laboratory Reimbursement & Billing Tips Coding Evaluation & Management Services ICD-10 Terms, Notations & Symbols Wounds & Injuries Important Resources Anesthesia, Surgery & Radiology Diagnostic Coding

Quick and easy answers to the essentials of Outlook, handy enough to keep you working without Internet searches or long videos. Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that

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include the Microsoft Office suite. Also a LinkedIn Learning video author (formerly Lynda.com) and a Microsoft author, the ability to choose what is covered in this reference comes from a vast experience of training material creation. This expertise is streamlined through clear and succinct answers provided to help accomplish tasks. Also includes labeled screen grabs and icons in a color-coded design. Durable and portable, this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast. Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee's workspace to improve productivity and reduce support calls. 6 page laminated guide includes: Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to & Processing Messages Creating Contact Records Displaying Contact Images Editing Business Cards Accessing Organizational Contact Information Personalizing Outlook Getting Help

Highly relevant on today's world stage, this succinct guide to systems of government and the analysis of political activity and behavior can support students taking the course and anyone interested in understanding these systems that ultimately determine our way of life. Comprehensive 6 page laminated guide will boost grades and is a fact filled

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gold mine for political conversations and debates backed by the high qualifications of our coauthors, both professors and honorees in the field of U.S. and international politics. 6 page laminated guide includes: World Governments by Country Theories of World Politics Three Levels of Analysis Modern International System International Law International Political Economy United Nations Arms Control Actors in World Politics War Philosophy of the Social Sciences Major U.S. Foreign Policy Events: 2000-2018 What Kind of Country is the United States? The Three Branches of the Federal Government How a Bill Becomes a Law

No anatomical reference is as inexpensive and as loaded with meticulously detailed, beautifully illustrated structures of the human organs, clearly and concisely labeled for easy identification. There are over 10 million QuickStudy anatomy guides in print, all with Illustrations by award-winning and best-selling medical illustrator Vincent Perez, whose life mission is cataloging the beauty and detail of our complicated body systems for the medical professional, the formative student and the inquisitive layperson. 6-page laminated guide includes illustrated and labeled: Organs - Full Torso Anterior Respiratory & Urinary Male & Female Urogenital Systems Respiratory Tracts Right Kidney Left Adrenal Gland Anterior Digestive Hepatic Portal Veins Stomach Small Intestine (Schematic), Large Intestine Anterior Circulatory System Thoracic, Neck & Head Veins/Arteries Anterior Heart & Vessels Posterior Heart Anterior Thoracic Nerves Phrenic & Vagus Nerves Spinal Nerves, Spinal Chord Lymphatic System Deep

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Abdominal & Inguinal Nodes Dorsal Spleen Stomach & Pancreas Large Intestine Lymphatics Arm Axilla & Thorax Lymphatics Heart & Lungs Suggested uses: Students - handy reference that is compact and easily reviewed on a daily basis Administrative - use for billing and coding Doctors - use guide to educate patients or for reference with staff

Calculus 2, focusing on integral calculus, is the gateway to higher level mathematics of which the best degrees and careers are built upon. The core essentials can be used along with your text and lectures, as a review before testing, or as a memory companion that keeps key answers always at your fingertips. Suggested uses: * Quick Reference - instead of digging into the textbook to find a core answer you need while studying, use the guide to reinforce quickly and repeatedly * Memory - refreshing your memory repeatedly is a foundation of studying, have the core answers handy so you can focus on understanding the concepts * Test Prep - no student should be cramming, but if you are, there is no better tool for that final review Essential core of real property law in a 6 page laminated guide authored and designed for quick reference. Use as a review for exams, to find a fact fast, for refreshing memory, or to constantly reinforce your knowledge base. With the mass of knowledge and facts needed for a law degree and then for practicing law, a trusted reference source is rarely found at this price that works so well. Lamination ensures the guides will last a lifetime through school and beyond. Law students, lawyers and paralegals have agreed QuickStudy law guides are a must-have. 6-page laminated guide includes: Estate Adverse Possession Servitude Easement Real Covenant & Equitable Servitude Sale of Real Property, "Land Conveyance," or "Sale of Real

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Estate" Recording System Lender Use of Real Property to Assure Repayment of Loan Land Use Law Miscellaneous Terms

In college or college bound, the importance of the Algebra struggle is real. Whether math is second nature or a challenge this guide is your go-to for answers at your fingertips. This 6 page comprehensive guide offers clear and concise examples, explanations, and the graphs that go with them for review, study, or to quickly look up that concept that eludes you. For some students algebra is just the beginning of their college math career, others just need to make the grade. QuickStudy guides have proven their support of students and better grades at all levels for more than 25 years. Boost confidence for tests and grades for future success. 6 page laminated guide includes: Sets of Numbers Equations & Inequalities Linear Equations Absolute Value Equations Quadratic Equations Solving Systems of Equations Functions Domain & Range Operations with Functions Inverses Polynomials Radicals Rational Functions Direct, Joint & Inverse Variation Solving Rational Equations & Inequalities Exponential Functions Logarithmic Functions

Quick reference to the essentials for students and professionals in a field of study and practice that requires such a large range of knowledge that a go-to refresher for the core facts is just what you need. Author Devon Breithart, MS, OTR/L selected the most useful answers for students to reference that also make for a great tool for the busy professional. In 6 laminated pages you can keep the most important core elements of your education at your fingertips for easy and quick review at a moment's notice in the classroom, as a last-minute review or during marathon study sessions. Once in career mode, this durable tool will last as a desk reference and refresher for years to come, all while being the least expensive study aid you'll ever buy. 6

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page laminated guide includes: Areas of Occupation Frames of Reference OT Approaches to Intervention OT Settings Body Systems Musculoskeletal System Nervous System Cardiovascular System Integumentary System Endocrine System Respiratory System Pediatrics Mental Health Common Precautions after Surgery Body Signs & Ranges Common Medications & Side Effects OT Evaluation Dysphagia Diet Documentation & Reimbursement Commonly Encountered Medical Acronyms Common Adaptive Equipment Jesus - Historical and BiblicalA QuickStudy Laminated Reference GuideQuickstudy Reference Guides

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