

## FREE Examination Copy Order Form

### E-book? Yes!

Do you or your students prefer e-books? We have you covered, on all major devices and platforms. Visit [springerpub.com/ebooks](http://springerpub.com/ebooks) for a list of our retail and institutional e-book partners.

Visit [www.springerpub.com/textbook](http://www.springerpub.com/textbook) for fastest service, or mail this completed form to the address below. Qualified instructors only, please.

#### Faculty Discount:

If this textbook is not suitable for your course, or to purchase additional copies, please go to [springerpub.com](http://springerpub.com) and enter promo code **T11** to receive **20% off + free shipping**.

Please send me a complimentary examination copy of:

- Nursing Home Administration, Sixth Edition.....978-0-8261-0704-6
- The Licensing Exam Review Guide in Nursing Home Administration, Sixth Edition .....978-0-8261-0706-0
- Nursing Home Federal Requirements, Seventh Edition .....978-0-8261-0790-9

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
College / University \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
This is a:  home address  university address

- Instead of a print book, please email me a hyperlinked PDF version to review (if available)

#### Course information:

Course Name \_\_\_\_\_  
Semester Taught \_\_\_\_\_  
Current Text (if any) \_\_\_\_\_  
Expected Enrollment \_\_\_\_\_  
Expected Decision Date \_\_\_\_\_

Will text likely be recommended or required? \_\_\_\_\_

#### Please mail this form to:

Springer Publishing Company  
ATTN: Textbook Department  
11 West 42nd Street  
New York, NY 10036

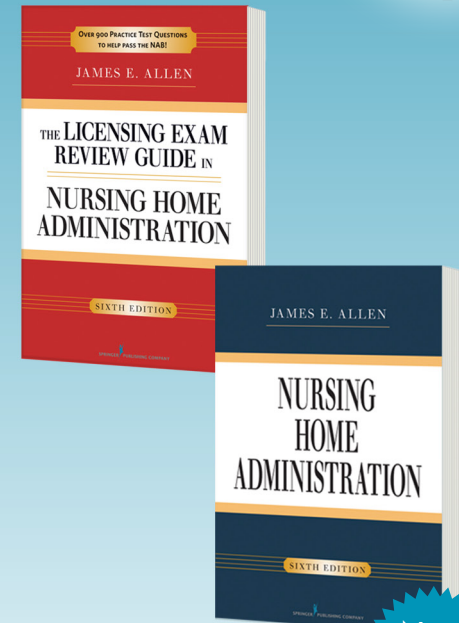
 **SPRINGER PUBLISHING COMPANY**  
11 W. 42nd Street, New York, NY 10036



Request Your Free Copy

# New Nursing Home Administration Textbooks

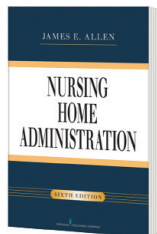
Order  
Your Free  
Exam Copies  
Today



New  
Editions

 **SPRINGER PUBLISHING COMPANY**  
[www.springerpub.com/textbook](http://www.springerpub.com/textbook)

 **SPRINGER PUBLISHING COMPANY**  
[www.springerpub.com/textbook](http://www.springerpub.com/textbook)



## Nursing Home Administration Sixth Edition

James E. Allen, PhD, MSPH, CNHA

The sixth edition of *Nursing Home Administration* contains essential information to prepare an individual for licensure and employment as a nursing home administrator. This book addresses all

regulatory pieces of information to provide readers with an overview of the entire process of managing a nursing facility. This edition has been updated to reflect the most accurate and up-to-date information to reflect new legislation and regulations passed since previous edition in 2008.

This textbook serves as a roadmap for studying and understanding all the various requirements—management, human resources, finance and business, industry laws and regulations, and patient care. It demonstrates how all components fit together to form the coordinated activity set required of a successful nursing home administrator.

### Key Features:

- Formatted according to licensing examination and guidelines of the National Association of Boards of Examiners of Nursing Home Administrators
- New federal guidelines to surveyors
- New resident assessment instrument
- Updated figures and tables
- New life safety code inspection processes
- New ICDM-10 (International Classification of Diseases-Modified)
- Sub-set of federal forms included in appendices

February 2011 | 500 pp | Softcover | 978-0-8261-0704-6 | \$95.00



Electronic instructor's case book is available to qualified instructors.

**TABLE OF CONTENTS**

Foreword  
Introduction  
The Nursing Home Administrator's Challenge

PART 1: LEARNING HOW TO MANAGE THE HEALTH CARE ORGANIZATION  
1.1 Management Functions

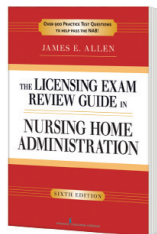
PART 2: UNDERSTANDING THE DEPARTMENTS AND MANAGING HUMAN RESOURCES  
2.1 Organization of the Nursing Facility and Its Staff

PART 3: LEARNING TO MANAGE THE ORGANIZATION'S FINANCES  
3.1 The Administrator's Role as Financial Manager

PART 4: LEARNING THE CONTINUUM OF LONG-TERM CARE  
4.1 Origins, Overview, and Current Profile of the Nursing Home Industry

PART 5: BUILDING YOUR RESIDENT CARE SKILLS  
5.1 The Aging Process

PART 6: PUTTING THE SYSTEM TOGETHER  
6.1 Setting Policies for the Facility  
Appendix A  
Appendix B  
Index  
Appendix A The MDS 3.0  
Appendix B The Life Safety Code



## The Licensing Exam Review Guide in Nursing Home Administration Sixth Edition

James E. Allen, PhD, MSPH, CNHA

This revised and updated study guide is based on the same format as the actual exam and provides an easy-to-use, effective

way to review essential concepts and practice test-taking skills. This up-to-date guide reflects the latest changes in the domains of practice for nursing home administrators covering core information on nursing governance, business and finance, human resources, and resident and patient care nursing.

New questions and answers are included in this study guide to reflect the revised sixth edition of *Nursing Home Administration* to cover new laws and regulations, federal guidelines to surveyors, quality indicators, resident assessment instrument, safety code inspection process, and new ICDM-10. With over 900 test questions and an answer key, this is the essential resource for anyone looking to pass the licensing exam.

February 2011 | 200 pp | Softcover | 978-0-8261-0706-0 | \$45.00

**TABLE OF CONTENTS**

Introduction: Uses of This Study Guide for the Current Domains of Practice  
Format of the National Exam  
The One Best Answer Testing Format  
Deciding What the Question Is  
Deciding What the Answer Is  
Strategies for Test Taking  
DOMAINS OF PRACTICE

PART 1: NAB DOMAIN: MANAGEMENT, GOVERNANCE, LEADERSHIP  
PART 2: NAB DOMAIN: HUMAN RESOURCES  
Understanding the Departments and Managing Human Resources

PART 3: NAB DOMAIN: FINANCE/BUSINESS  
Learning to Manage the Organization's Finances  
Legal and Business Terminology: Sources of Law, the Court Systems  
Legal Terminology  
Risks Assumed by the Operation of A Long-Term Care Facility

PART 4: NAB DOMAIN: ENVIRONMENT  
Learning the Continuum of Long-Term Care  
Industry Overview  
Medicare and Medicaid  
The Life Safety Code  
Americans With Disabilities Act  
Management and Labor Legislation and Regulations  
The Occupational Safety and Health Act (OSHA)  
Health Planning  
Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

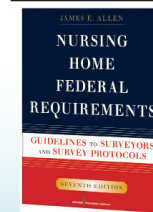
PART 5: NAB DOMAIN: PATIENT/RESIDENT CARE  
Building Your Resident Care Skills  
The Aging Process: Overview and Theories  
Medical and Related Terms  
The Aging Process As It Relates to Diseases Common to the Nursing Home Population

PART 6: FACILITY POLICIES  
Putting the System Together  
Rationale for Answers to Questions 1-31  
Answer Key

### SPECIAL SET OFFER

Get *Nursing Home Administration, Sixth Edition*  
&  
*The Licensing Exam Review Guide in Nursing Home Administration, Sixth Edition*

\$125.00 | March 2011 | 978-0-8261-0820-3



## Nursing Home Federal Requirements Guidelines to Surveyors and Survey Protocols, Seventh Edition

James E. Allen, PhD, MSPH, CNHA

This book presents the latest federal guidelines and protocols used by federal surveyors in certifying facilities for participation in Medicare and Medicaid funding. It is an essential resource for long-term care facilities to have on hand to be ready for a survey at any time. It provides information straight from CMS's Internet-Only Manual—in print and at your fingertips for easy access.

November 2010 | 616 pp | Softcover | 978-0-8261-0790-9 | \$85.00