

## Recommended References



## CORE: General Knowledge Examination for Long Term Care Administrators

Baker, Judith J., Baker R.W., and Dworkin, Neil R. (2018). *Health Care Finance, Basic Tools for Nonfinancial Managers*, 5<sup>th</sup> edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284118216**

Chies, Steven., (2020). *Pratt's Long-Term Care: Managing Across the Continuum*, Fifth edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284184334**

Knapp, Keith R. and Olson, Douglas M. (2021). *The Health Services Executive (HSE™) Tools for Leading Long-Term Care and Senior Living Organizations*. Springer Publishing Company, LLC. **ISBN #9780826177322**

McConnell, Charles R. (2021). *Human Resource Management in Health Care, Principles and Practice*, 3<sup>rd</sup> edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284155136**

Pozgar, George. (2018). *Legal Aspects of Health Care Administration*, 13<sup>th</sup> edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284127171**

Singh, Douglas, A., (2023). *Effective Management of Long-Term Care Facilities*, Fourth edition. Burlington, MA: Jones and Bartlett Learning. **ISBN # 9781284199536**

Townsend, Joseph E. (2022). *The Principles of Health Care Administration*. Shreveport: LA BNB Systems.  
**ISBN # 9780929442280** *This book may be purchased through the publisher [BNB Systems](#).*

## Recommended Websites

- U.S. Occupational Safety and Health Administration: <https://www.osha.gov>
- U.S. Department of Labor: <http://www.dol.gov>
- National Fire Protection Association/ LSC NFPA 101 (SNF 2015 Edition): [www.nfpa.org](http://www.nfpa.org)
- CMS.gov SOM Appendix I Life Safety Code [https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap\\_i\\_lsc.pdf](https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/Downloads/som107ap_i_lsc.pdf)