

## **Home Care Administrator Registry Resource Material**

The resources below may be helpful in preparing for the  
Oklahoma Home Care Administrator Preparedness Assessment (OHCAPA)

### **PUBLICATIONS**

#### **Supplemental Manual**

By: Marilyn Seiler  
Oklahoma Association for Home Care  
(405) 495-5995

#### **Handbook of Home Health Care Administration**

By: Marilyn D. Harris  
Jones and Bartlett Publishers  
2005 (Harris, 4<sup>nd</sup> Edition)  
Customer Service  
**1-(800)- 832-0034**

Jones and Bartlett Internet site for more information resources, directories, articles, and a searchable version of Jones and Bartlett's full catalog, including the most recent publication: <http://www.jbpub.com/>

#### **Duty Task List for Home Care Administrators**

Product Number: OD1067  
Oklahoma Department of Career and Technology Education  
Curriculum Center  
1-(800) 654-4502

### **CLASS**

#### **Preparedness and Review Program**

KF Consulting  
Karen Fletcher  
(918) 344-1086

#### **Healthcare Consultant USA, Inc.**

Jo Ann Hooks  
(405) 942-8869

#### **Moore Norman Technology Center (South Pennsylvania Campus)**

Attn: Cindy Minor  
(405) 809-3509