

## CVPM RECOMMENDED READING LIST - *UPDATED June 2020*

The following publications are used in the development of the written examination. These are valuable resources for the veterinary practice manager. Their usefulness goes far beyond preparation for the test. Successful managers use these materials while performing their responsibilities. The CVPM Board reviews and updates this list annually. Inclusion of a publication on the CVPM Recommended Reading List does not imply an endorsement of the publication by the VHMA or CVPM. The CVPM Recommended Reading List is intended to be an examination resource only, and while these resources are helpful, use of these materials does not guarantee a candidate will achieve a passing score on the exam.

### Blackwell's Five-Minute Veterinary Practice Management Consult

Author: Lowell Ackerman, DVM, DACVD, MBA, MPA

Publisher: Wiley

### The Complete Veterinary Practice Regulatory Compliance Manual (6th edition)

Author: Phillip Seibert, CVT

Publisher: SafetyVet

### Contracts, Benefits, and Practice Management For The Veterinary Profession

Authors: James Wilson, DVM, JD; Jeffrey D. Nemoy, DVM; and Alan J. Fishman, CLU, CFP

Publisher: Priority Press Ltd.

### The Effective Marketing Manual - Attracting, Creating and Retaining Loyal Customers

Author: J.D. Stowe, DVM

Publisher: Lifelearn\*

\* To receive 10% off, VHMA Members call 1-800-375-7994 (mention VHMA).

### Financial Management of the Veterinary Practice

Authors: Justin Chamblee, CPA, MAcc and Max Reiboldt, CPA

Publisher: AAHA Press

### Front Office Management for the Veterinary Team (2nd edition)

Author: Heather Prendergast, BS, AS, RVT, CVPM

Publisher: Elsevier

### Inventory Management

Publisher: Patterson Veterinary University

### Law & Ethics of the Veterinary Profession

Author: James Wilson, DVM, JD

Publisher: Priority Press Ltd.

### Practice made Perfect: A Guide to Veterinary Practice Management (2nd edition)

Authors: Marsha Heinke, DVM, EA, CPA, CVPM and John B. McCarthy, DVM, MBA

Publisher: AAHA Press

### Standards for AAHA Hospitals

Publisher: American Animal Hospital Association (AAHA)

### Standard Abbreviations for Veterinary Medical Records

Publisher: AAHA Press

### VHMA Code of Ethics

Publisher: Veterinary Hospital Managers Association (VHMA)

### Principles of Veterinary Medical Ethics, AVMA

Publisher: American Veterinary Medical Association (AVMA)

The examination also covers applicable Federal Laws and Regulations. Basic accounting knowledge at a college level is also recommended. A suggested list of laws (U.S. and Canadian) that you should be familiar with are provided. Two versions of the examination (U.S. and Canadian) are currently offered. You will be given the appropriate examination version based on your citizenship. You will not be tested on laws that are not applicable to you. You will be tested on FEDERAL laws and regulations only. Questions of law will NOT be specific to any one State or Province.