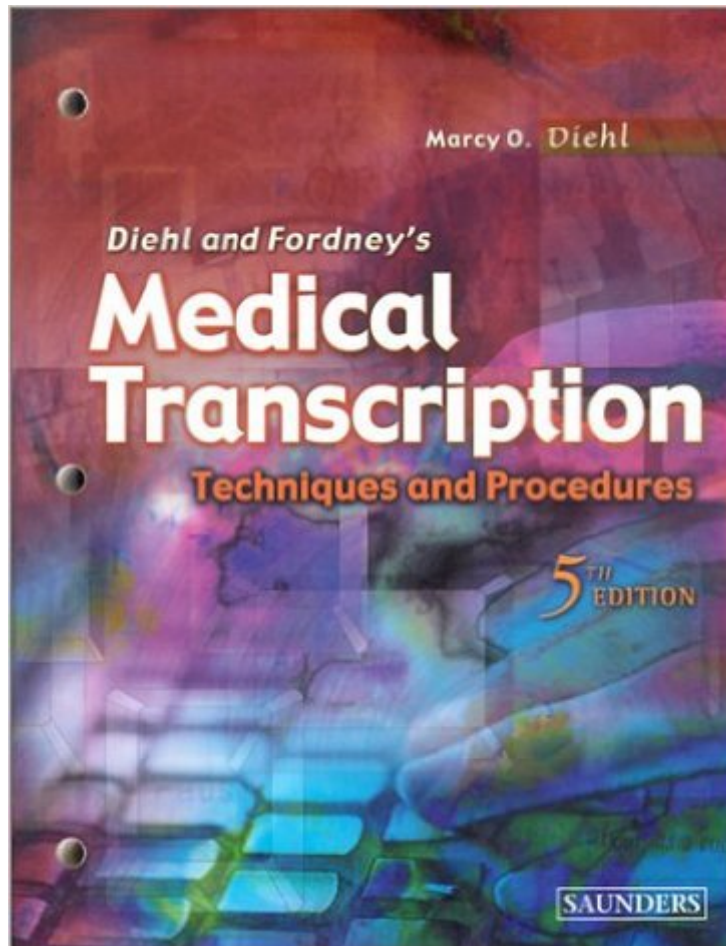


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# Medical Transcription: Techniques And Procedures



## Synopsis

This practical text provides an understanding of how medical documents work and how to create them accurately. Emphasizing medical and English grammar, it explains fundamental concepts on every aspect of medical transcription - including the various formats used in transcribing letters, chart notes, emergency room notes, history and physical exams, and operative and specialty reports. This fifth edition provides a wealth of exercises that reinforce the material in the text, as well as a complete review of grammar, punctuation, capitalization, symbol use, reference research, plural forms, the various equipment used in medical transcription, and the legal aspects of medical records. Content on grammar skills demonstrates the correct use of punctuation, capitalization, numbers, abbreviations and symbols, word endings, formation of plural forms, and more; with numerous practice exercises to provide the fundamental knowledge necessary to work in the field. Authentic medical transcription documents illustrate how to set up special formats for medical office charts, history and physical exams, operative reports, x-ray reports, and pathology reports. Exercises and helpful hints allow readers to practice their proofreading and editing skills. Skill drills using the medical dictionary, drug references, and laboratory values demonstrate how to find and use references. A chapter on Equipment explains how to operate the equipment used in the workplace and how to make informed decisions when purchasing equipment for personal use.

## Book Information

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## Customer Reviews

I purchased this book with not much expectation after reading the previous review, but was very

surprised by the amount of information in this book. Regarding the style, I think the reviewer was referring to the 5th edition which is the one I have. However, if you know the updated format, then you are all set because only the format needs to be changed a little, but the terms are the same. It is a very detailed book which includes examples on how to prepare a medical transcriptionist resume, flyers, writing job descriptions, a full appendix of sample documents, detailed information on punctuations, medical terminology, styles and rules of typing medical documents and other medical correspondence and a whole lot more. I have the older edition, which also has answers to the practice exercises and it comes with a practice CD as well. This is a complete book on medical transcription. It has many examples of different types of transcribed medical records and even takes you on the topic of preparing your resume for your interview. A friend of mine has the 6th edition and there is really not much difference. The CD in the 6th is much better than the 5th though because it has CMT/RMT examination tools and transcription snippets. However, I have the CMT Review Guide so I could live without the new edition's CD.

After reading most of the earlier reviews, I decided to take a chance with this book and purchased it. It was a great choice for me. The book has most everything you need to get started with this career choice. It also has the updated version of HIPAA and gives great info and study material for you to become a Certified Medical Transcriptionist. The CD was also included and so far I am happy with the purchase. I started on working with this book right away. For those who did not get a CD, it should be noted that they may not come with one if you are choosing to buy New (used). It usually states that information about the book and if you are not sure, you can always email the company to ask before purchasing. I was greatly surprised that the item came before the scheduled time. It was not due until after the Labor Day holiday and it arrived yesterday (Saturday). Nothing is perfect but, this company came really close and because I trust, I am never overly worried about my ordered products.

Medical Transcription Techniques and Procedures with CD-ROM, Sixth Edition This is my second Medical Transcription book that I've ordered from. The books are great, but it is the CD Rom that is difficult to work on the computer so that you can use it. The reason I bought the books are to use the CD Rom for practice and to keep up with my skills. But overall the book is a great study guide and I am sure that the CD Rom will be too.

This book is pretty outdated for the most part especially with much of the formatting that it uses. If

you use this book you should make yourself aware of the new industry standards via AAMT Book of Style. However, this book is very good for learning or brushing up on your grammar skills, and it has some pretty helpful lists and things that you can pull out and place in a notebook.

I have been a medical transcriptionist for 8+ years & found it to be THE WORST instructional material ever created! Also, the "online assistance" is totally worthless! There were "instructions" to attach foot pedals to the computer in order to listen to transcription snippets (samples of transcription) & NONE of them worked! Also, the "snippets" were not "correctly graded" accurately. Some of the snippets were pretty understandable (I worked for 2 Pakistanis, a Moroccan & another Middle-Eastern physician, all with accents, & I understand them better than a lot of the other physicians I worked for who did not have accents), but there were some that were practically incoherent (one featured a doctor with a crying baby & other background noises; the doctor could not be understood & a lot of us wished that somebody would take care of the baby so it would stop crying; I couldn't tell if the MD was dictating at the hospital or at home)! Even if words were written EXACTLY as dictated, we were always getting points docked. The most I had correct was 1 sentence out of 3 (yes, it graded on sentences with punctuation & grammar, no matter how the MD dictated it & did not include correctly spelled words). This material is pure garbage & only good for the fireplace. However, I was able to sell it to our local college bookstore (I feel sorry for the next class who has to use it; besides, my career counselor said that dictation would not be included in the required curriculum since MDs are moving away from people transcribing & changing to digital/electronic devices, i.e. Nuance Dragon Software, for direct-to-chart dictation).

Brand new book! Fast service. No complains. The purchase was it promise. excellent place to buy books. You can find the best prices too

Do NOT purchase anything for Medical Transcription!! Please!! This is an almost defunct career choice. As a 37+ year veteran in this field, almost every job has been absorbed by the new computer policies of the Obamacare regime. Almost every transcription job has been cut. There are no jobs, so it's not wise to invest in any tools to do this job. Do yourself a favor and don't waste your money on anything related to this field. It is just about impossible to get a job and there are people with YEARS of experience all over the country who are out of work. I know of one facility that went from 40 transcriptions, down to 3, and that is just one facility!!

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