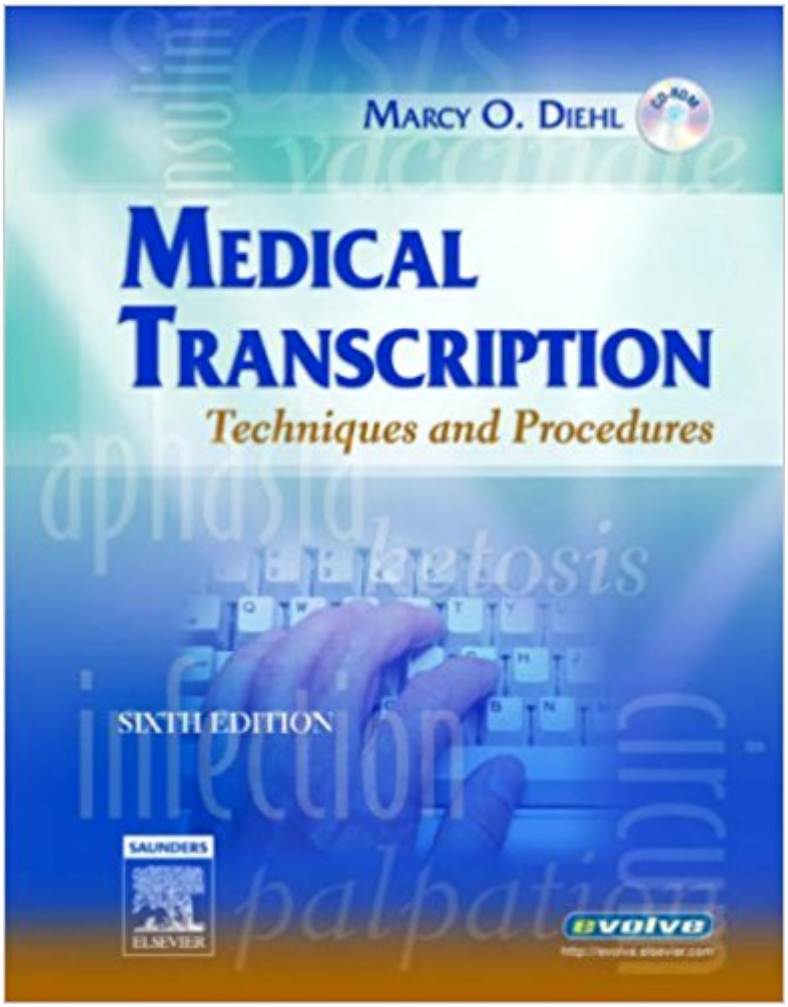
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Medical Transcription: Techniques And Procedures, 6e



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Synopsis

As the role of medical transcriptionists undergoes significant changes arising from new and evolving technology, refined skills are necessary to thrive in the new environment. This practical text prepares transcriptionists for the demands of their evolving role, including proofreading, editing, and transcribing via computer, while also addressing other equipment used in the profession.Dictations contained on CD-ROM offer realistic practice with diverse voice tones, accents and speaking rates.Authentic medical transcription documents illustrate formats for medical charts, history and physical exams, operative, x-ray, pathology and other reports. Includes shortcuts for computer formatting!Skill drills teach students to use references to verify information and to become familiar with new and unusual industry terms.Exercises and helpful hints encourage students to practice proofreading and editing skills.Grammar skills are demonstrated and practiced through individual chapters to bolster fundamental knowledge of punctuation, abbreviations, symbols, word endings and more.Explanations of the latest HIPAA guidelines regarding patient confidentiality, risk management and medical records provide guidance on adhering to regulations.Details on advances in speech recognition technology and trends in transcription software, including software for the sight-impaired, prepare students for technology encountered in the workplace.Information about the Certified Medical Transcriptionist (CMT) exam and the new Registered Medical Transcriptionist (RMT) exam, including possible future developments, is included.Punctuation and Grammar Rule synopses are located on the inside front and back covers for quick and easy reference.Completely revised student CD-ROM features chapter-specific quizzes, CMT exam preparation materials, and "real life" transcription exercises.

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Customer Reviews

Marcy O Diehl, BVE, CMA-A, CMT, San Diego, CA; and Marilyn Takahashi Fordney, CMA-AC, CMT, Formerly, Instructor of Medical Insurance, Medical Terminology, Medical Machine Transcription, and Medical Office Procedures, Ventura College, Ventura, CA --This text refers to an out of print or unavailable edition of this title.

I purchased this book with not much expection 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 alittle, but the terms are the same. It is a very detailed book which include examples on how to prepare a medical transcriptionist resume', flyers, writing job description,a full appendix of sample documents, detailed information on punctuations, medical terminology, styles and rules of typing medical documents and other medical corespondence 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 transcriptions 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 Certifified 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 EditionThis 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.

Very good book. Straightforward text and easy to understand. I would recommend this book to any student. Good learning tool.

Good tool to have when you are trying to upgrade your skills to be beneficial to your company and to your self.

The book arrived in great shape! I would recommend this book to anyone looking into a profession in the medical field!

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