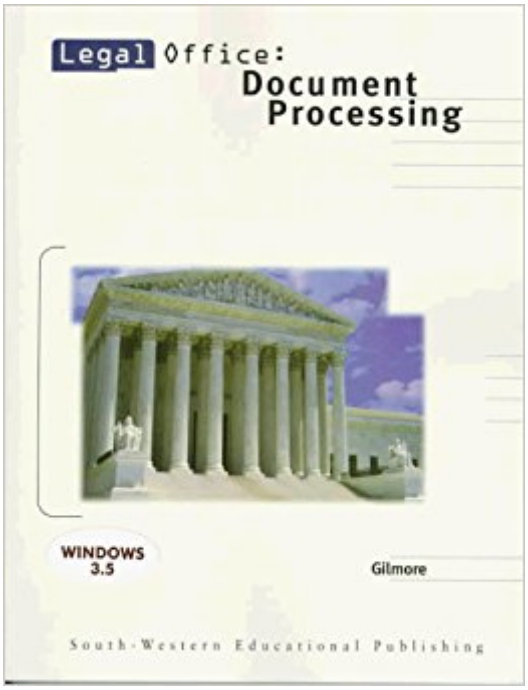
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Legal Office: Document Processing (with Template)



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Synopsis

This text-workbook is designed to familiarize anyone training to work in a legal office keying various types of legal court documents. Emphasis is placed on how to key various types of legal court documents, and the preparation of correspondence for the legal field.

Book Information

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Customer Reviews

Diane Gilmore is an active member of the medical transcription profession. She has been a medical transcriptionist for more than 14 years and is the author of two medical transcription books. Currently Ms. Gilmore works as the Director of Education and Instructor of Med-Line School of Medical Transcription, a national medical transcription educator located in Arizona. Ms. Gilmore has been a member of the Association for Healthcare Documentation Integrity (AHDI) since 2004, has been a certified medical transcriptionist (CMT) since 2005 and received the designation of Fellow of AHDI in 2008. Diane has served as President of her local AHDI chapter, conducting membership drives, organizing symposiums and chapter meetings, and serving as editor of the chapter newsletter. She is currently a working transcriptionist for a large medical transcription company and stays current with trends related to the profession. In addition, Diane has 25 years of legal assistant experience and has written two textbooks related to the legal profession as well as having served in various offices and committees in that field. She has been an invited speaker at regional and national legal support staff events about computers and technology.

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