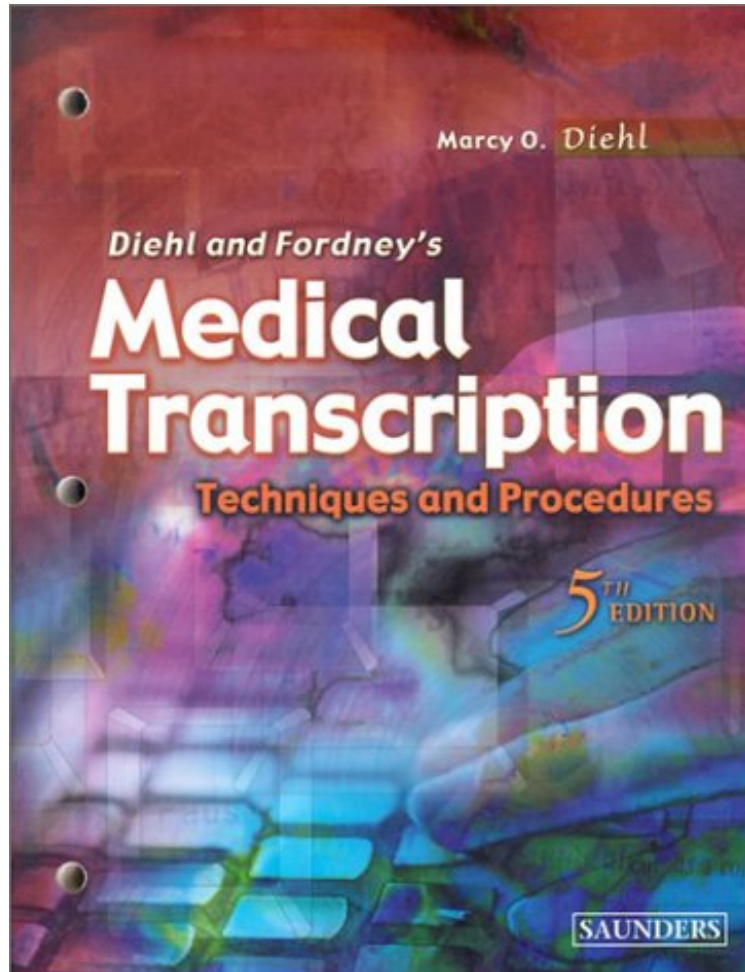


Medical Transcription: Techniques and Procedures

Marcy O. Diehl BVE CMA-A CMT AHDI-F
*ebooks | Download PDF | *ePub | DOC | audiobook*



DOWNLOAD



READ ONLINE

#4336681 in Books 2002-07-15Original language:EnglishPDF # 1 10.75 x 8.25 x 1.001, #File Name:
072169568X560 pages | File size: 68.Mb

Marcy O. Diehl BVE CMA-A CMT AHDI-F : Medical Transcription: Techniques and Procedures before purchasing it in order to gage whether or not it would be worth my time, and all praised Medical Transcription: Techniques and Procedures:

22 of 22 people found the following review helpful. Excellent Book!!By TonexI 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 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.1 of 2 people found the following review helpful. Great Textbook ChoiceBy DeeAfter 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.2 of 2 people found the following review helpful. Medical Transcription Techniques and ProceduresBy Mary H.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.

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.

About the AuthorMarcy 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