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# Medical Typing and Transcribing: Techniques and Procedures

*Marcy Otis Diehl, Marilyn Takahashi Fordney*  
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Updated and expanded, this book addresses the basics of how to be a medical transcriptionist. Guides reader through rules of style, use of state-of-the-art equipment, medical report protocols and professional issues. Opportunity is given for self-study exercise, with answers at the end of every chapter and practice tests included. Perforated pages, three-hole punched. Instructor's guide available.