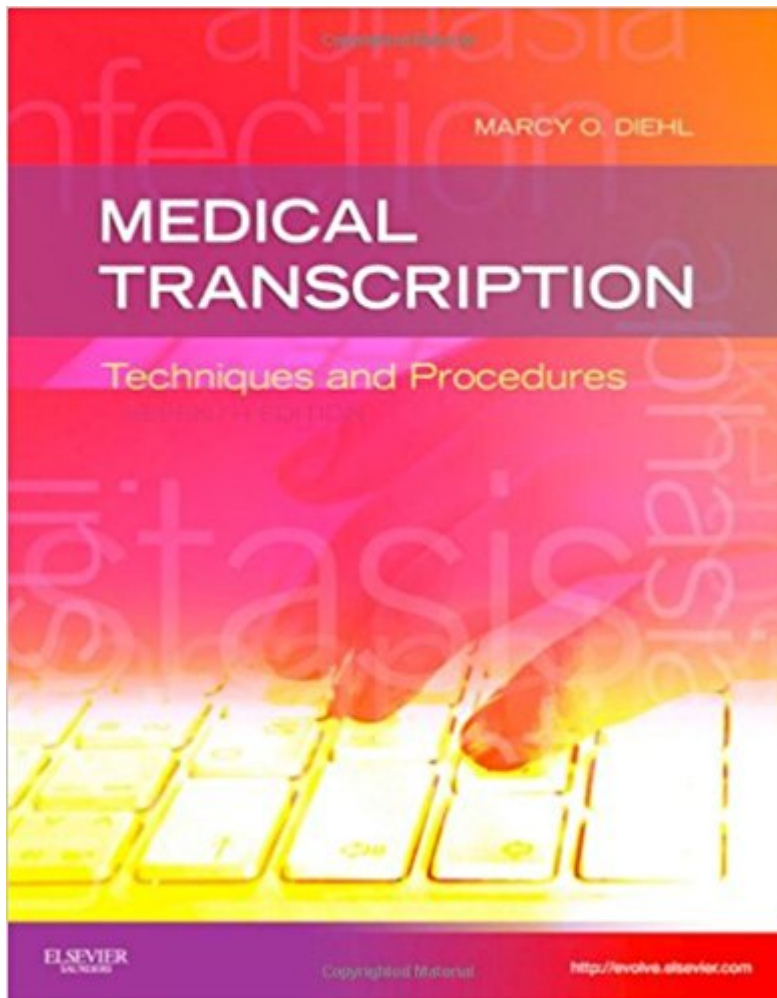




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# **Medical Transcription: Techniques And Procedures, 7e**



## Synopsis

Master the fundamentals of medical transcription and meet the challenges of the evolving medical transcription field with *Medical Transcription: Techniques and Procedures*, 7th Edition. Respected authority Marcy O. Diehl delivers proven, practical training in the skills and technology essential to your success, including proofreading, editing, speech recognition technology, and more. This new edition also reflects an increased emphasis on medical editing and other related fields to keep you current with the changing medical transcription profession and fully prepare you for your role in health information management. Comprehensive coverage and practical exercises demonstrate fundamental editing/transcription concepts and boost your proficiency in: Punctuation Capitalization Numbers Abbreviations and symbols Word endings Formation of plural forms Exercises and helpful hints enhance your proofreading and editing skills and help you prevent common errors. Extensive practice and review exercises on Evolve reinforce your understanding and give you the experience to confidently move into the transcription workforce. New chapter highlights the transcriptionist's emerging role as a medical editor and how it impacts health information management and patient safety. Take Note boxes provide quick access to key editing/transcription tips. From the Field sections deliver helpful insight from practicing medical transcriptionists. Updated information familiarizes you with the latest medical transcription equipment. Live transcription exercises help you meet the Association for Healthcare Documentation Integrity (ADHI)'s live transcription requirement and practice applying your transcription skills to scenarios commonly encountered in practice. Additional exercises test your ability to edit voice recognition software-generated reports.

## Book Information

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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 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.

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 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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