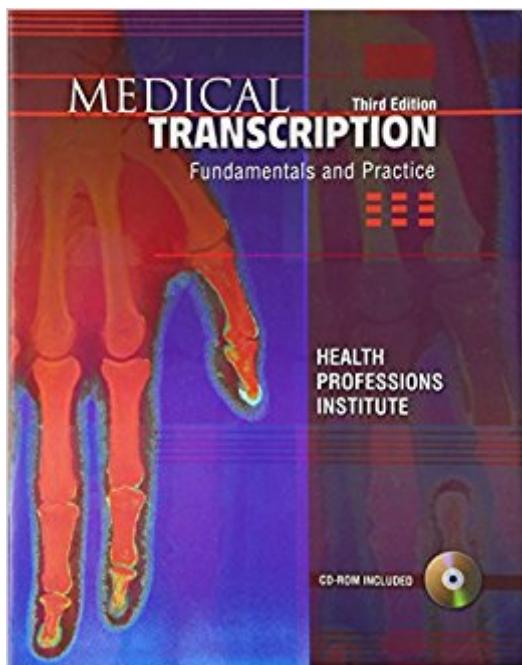


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# Medical Transcription: Fundamentals And Practice (3rd Edition)



## **Synopsis**

Teaching users how to transcribe actual medical dictation so that they can develop the selective hearing skills and experience necessary to gain competency as a medical transcriptionist, this guide offers a unique combination of authentic physician dictation by body systems, coordinated readings and exercises by medical specialty, and supplementary information vital to every medical transcriptionist. Supports text with six hours of authentic physical dictation—without synthetic studio recording; all dictations are carefully selected for subject matter, professionally edited to delete confidential identifying information, and then sequenced in a way to promote comprehension and encourage learning. Groups tapes by medical specialty (i.e., dermatology, urology, gastroenterology, cardiology, pulmonary medicine, endocrinology, orthopedics, obstetrics and gynecology, otorhinolaryngology, and radiology), with each dictation report offering the best example of its type for vocabulary density, technical content, and other instructional criteria; each report includes chart notes, letters, initial office valuations, consultations, history and physical examinations, discharge summaries, operative reports, emergency department reports, procedure notes, and diagnostic studies from each medical specialty. For anyone in the medical profession who wants to learn basic medical transcription, including medical assistants and legal transcription/court reporters.

## **Book Information**

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## **Customer Reviews**

The book has a lot of great information and it is helpful. However, the dictation on the cd is not

really very useful if you don't know if your transcription is correct you will never know. You need a key to see if you transcribed the dictation correctly....key only available to instructors.

I gave it 3stars as it misses one very important feature for effective self-learning: answer key.Aside from that it is a great book, exactly what I needed to become familiar with the most common medical terms and concepts

did good info

okay

The previous review refers to the 2nd edition. I ordered and received the 3rd edition which DOES INCLUDE the CD ROM.Excellent book! Excellent software!

I gave this a five star even though there wasn't a CD included in the book. I received this pretty fast. Thanks for a great job!

This book is the exact book I needed to do a college class, and it was incredibly cheaper to buy it at .com than to buy it on campus. I had choices of buying used or new. There were even various degrees of used that were just great. I will continue to purchase items from .com. This was not my first purchase.

I am leaving a review mainly for those who have purchased this book and do not have the answer keys. I used this book with futuremt.com's online course. I copied that below from their website. As far as the answer key for the end of chapter assignments, you have to have a username and password to download those, but if you go to their website and email them, you may be able to get the answer key from them. Hope this helps you all! :)TRANSCRIPT KEYS AND REDLINING INSTRUCTIONS AND PASSWORDSFollow these instructions to unlock the Transcript Keys and Redlining on your CD-ROM. This will allow students to access all the answers for each transcription report to compare your own work.These Passwords are CASE SENSITIVE. Entering each password toggles that feature on; entering it again toggles the feature off.Using the Transcript KeysThe Transcript Answer key feature is disabled by default.To Unlock Transcript Keys: From the Main Menu of the CD-ROM program or Dictation Selection screen, press Ctrl+Shift+F10. Enter

E79B31 and click Okay. To view a Transcript Key, click the key icon or choose Proofread from the menu bar and then click Transcript Key to reveal the key for the current dictation. Do not reveal the Transcript Key until you have completely transcribed the dictation in its entirety and proofread it thoroughly on your own. Redlining The Redlining feature is disabled by default on the student version of the MTFP 3rd edition/Medical Transcription Interactive CD. To Unlock Redlining: From the Main Menu or Dictation Selection screen, press Ctrl+Shift+F9. Enter B5SA86 and click Okay. Redlining is a feature that automatically compares the transcript key to the document you transcribed.

Information in your document that does not appear in the transcript key will be noted in redlined or "strikeout" text, i.e., deletions. Information that appears in the transcript key but is not in your document will appear in green text, i.e., additions.

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