



## Overview

### Scope of Practice

- The **medical transcriptionist (MT)** is an allied health professional who deals with the process of converting voice-recorded reports from physicians and/or other healthcare professionals into written or text format.
- The MT is a **medical language specialist** who is aware of the:
  - standards and requirements that apply to the **patient's health record**
  - legal significance of **medical transcripts**
- The MT is the **primary route of communication** between the physician and other healthcare providers who access patient medical records.
- Many types of patient care documents exist, including:
  - histories and physical examinations
  - progress reports
  - emergency room notes
  - consultations
  - operative reports
  - discharge summaries
  - clinic notes
  - referral letters
  - radiology reports
  - pathology reports
  - an array of documentation spanning more than 60 medical specialties and subspecialties
- MTs often work for hospitals, clinics, physician offices, national transcription services or other medical offices.
- The practice of medical transcription is changing rapidly; advances in technology require a professional who is comfortable with the more technical aspects of documentation in an ever-changing electronic environment.

### Medical Transcription Process

- When the patient visits a doctor, the doctor spends time with the patient discussing his/her medical problems, including past history and/or problems.
  - The doctor performs a **physical examination** and may request various **laboratory tests** and/or **diagnostic studies**, as well as prescribing medication and possibly recommending a **surgical procedure**.
  - The doctor makes a **diagnosis** and decides on a **plan of treatment** for the patient, which he/she then discusses with and explains to the patient.
- After the patient leaves the office, the doctor uses a **voice-recording device** to record the information about the **patient encounter**.
- This information may be recorded into a hand-held cassette recorder or into a regular telephone that dials into a central server located in the hospital or transcription service office; either way, the report is "held" for the transcriptionist.
- The MT then accesses this report, which is received as a **voice file** or **cassette recording**.
- The MT then listens to the **dictation** and **transcribes** it into the required format for the medical record.
- This medical record is considered a legal document.**
- The next time the patient visits the doctor, the doctor will call for the medical

### Skills, knowledge & procedures

- Medical transcriptionists (MTs) are more than just data-entry operators or mere typists working in the healthcare industry.
- MTs need to have the skills required for creating **precise and accurate medical records**; besides having these skills, they need to constantly improvise and hone their skill-sets.
- MTs are expected to be proficient in English language use and grammar, medical terminology, anatomy and physiology, disease processes, and medical record-keeping, as well as having advanced proofreading and editing skills, versatility in the use of transcription equipment and computers, and the highly developed analytical skills and deductive reasoning necessary to convert dictated sounds into meaningful form.
- These skill-sets are described in detail in the sections that follow, but can be summarized as:
  - Keyboard Kinetics & Computer Literacy
  - English Language Proficiency – Grammar, Sentence Structure, Spelling, Punctuation, Numbers & Abbreviations
  - Medical Terminology
  - Editing & Proofreading Medical Dictation & Transcription
  - Medical Reports
  - Human Anatomy & Physiology
  - Concepts of Disease
  - Medical & Surgical Procedures
  - Pharmacology, Diagnostic Imaging & Laboratory Medicine
  - Medicolegal Issues

#### The MT Knows

Logic and critical thinking are key to accurate transcription documents and, thereby, key to effective patient care.

Subhead goes here

- record or the patient's entire chart, which will contain all reports from previous encounters.
- It is very important to have a properly formatted, thoroughly edited, and carefully reviewed medical transcription document—if the MT accidentally types a **wrong medication** or the **wrong diagnosis**, the **patient can be at risk if the doctor does not review the document for accuracy**.
- Both the doctor and the MT play an important role in making sure that the transcribed dictation is correct and accurate.
- The doctor should speak **slowly and clearly**, especially when dictating medications or details of diseases and conditions, and the MT must possess:
  - hearing acuity
  - medical knowledge
  - good reading comprehension
  - fact-checking skills (in order to check references when in doubt about the dictation)
- The MT is bound to **transcribe verbatim** (exactly what is said) and make **no changes**, but has the option to flag any report inconsistencies.
  - on some occasions, doctors do not speak clearly, or voice files are garbled.
- Some doctors are, unfortunately, time-challenged and need to dictate their reports quickly (as in ER reports).
  - in addition, there are many regional and/or national accents and mispronunciations of words with which the MT must contend.
- It is **imperative** that the MT look up the correct spelling of complex medical terms, medications, obvious dosage or dictation errors—this is a large part of the job of the MT, and, when in doubt, he/she should **"flag" a report**.
  - a "flag" on a report requires the dictator to fill in a blank on a finished report, which has been returned to him/her, before it is considered complete.
- MTs are never, ever permitted to guess, or "just put anything" in a report transcription!
- Furthermore, medicine is constantly changing—new equipment, new medical devices and new medications enter the market on a daily basis, and the MT needs to be a critical thinker and to research and find the meanings of these new words.
  - MTs need to have access to, or keep on hand, an up-to-date library to quickly facilitate the correctly spelled insertion of every device, procedure and/or medication dictated.

### Association for Healthcare Documentation Integrity (AHDI)

- The Association for Healthcare Documentation Integrity (AHDI) is of crucial importance to the MT.
- The AHDI curriculum is followed by many schools in the United States that offer medical transcription as a course.
- Key documents produced by the AHDI are:
  - Medical Transcriptionist Bill of Rights
  - AHDI Code of Ethics
- To read these documents in their entirety and/or to learn more about AHDI, visit their Web site: [www.abdionline.org](http://www.abdionline.org)

### Keyboard kinetics & computer literacy

- Typing speed** is important in the productivity of a transcriptionist.
  - techniques for building speed and efficiency on the keyboard are invaluable tools for improving typing speed.
  - usually, the industry requirement is **60-80 words per minute (wpm)**.
- The MT must also possess strong **computer skills**, with general knowledge of and ability to operate designated **dictation and transcription equipment**.
- The MT must be able to use basic features of word processing programs:
  - inserting and deleting text
  - creating macros
  - saving changes/features
- The MT must be able to **identify and secure confidentiality** issues and use:
  - password protection
  - antivirus software
  - encryption
- The MT must be able to:
  - differentiate between **stand-alone** and **networked computers**
  - understand the basic concepts of dictation and **transcription technology**
- MTs have many types of **equipment and reference materials** at their fingertips; basic equipment available includes:
  - transcriber\*
  - computer
  - current word-processing software
  - printer



# Medical Transcription Study Guide

**Yicheng Fang**



## **Medical Transcription Study Guide:**

*Medical Transcription (Speedy Study Guide)* Speedy Publishing, 2014-12-07 Medical transcription is a quickly growing career field College or training for this job is relatively short At the end of training a test is required of the individual in order to determine if they grasped the skills properly A medical transcription guide can be a useful tool for these tests A medical transcription guide will help students review the material they learned The guide will show a brief overview of skills ranging from listening to recordings to recording them *Medical Transcription (Speedy Study Guide)* Speedy Publishing LLC, 2014-12-06 Medical transcription is a quickly growing career field College or training for this job is relatively short At the end of training a test is required of the individual in order to determine if they grasped the skills properly A medical transcription guide can be a useful tool for these tests A medical transcription guide will help students review the material they learned The guide will show a brief overview of skills ranging from listening to recordings to recording them

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Autopsy Universal Numbering System Oblique Incision Hypoxia and much more      *The CMT Review Guide* Betty Honkonen, Lea M. Sims, Laura Bryan, Diane Heath, 2006 The CMT Review Guide is the first and only resource that follows the outline of the American Association for Medical Transcription's new Certified Medical Transcriptionist CMT exam Every core content area of the exam is addressed including medical language transcription standards and style English language the healthcare record and medicolegal and privacy issues The book takes an organized approach to medical language by providing learning objectives and 50 review questions 30 in print 20 on CD ROM for each major body system covered on the exam Proofreading and editing exercises are included A bonus CD ROM contains dictation transcription exercises plus 20 additional questions on each body system      **Medical Transcription - E-Book** Marcy O. Diehl, 2016-06-13 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

**Stedman's Guide to the HIPAA Privacy Rule** Kathy Rockel, 2005-08-18 Stedman's Guide to the HIPAA Privacy Rule finally makes clear for medical transcription students and professionals the confusing legal issues surrounding the HIPAA Privacy Rule and how it relates to and affects their practice This text provides comprehensive information about the rule itself how it affects service owners and independent contractors implementation guidelines sample template contract language and sample policies Mnemonics and other quick aids help readers remember important information Case based vignettes and real world applications emphasize the practical application of the law on medical transcriptions End of chapter critical thinking questions with answers in an appendix encourage readers to ponder and apply information      The National

Guide to Educational Credit for Training Programs American Council on Education, 2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies     *The Independent Medical Transcriptionist* Donna Avila-Weil, Mary Glaccum, 1998 Career opportunities abound in medical transcription two experienced independent medical transcriptionists share their secrets of success in this third edition of their best selling reference book This comprehensive manual includes information about time saving equipment marketing tips software voice recognition Internet networking professional issues education resources references Tables show standard regional billing rates number of hours of daily transcription needed to generate 80 000 a year in billings in order to make 40 000 net income     **Forrest General Medical Center Advanced Medical Transcription Course** Donna L. Conerly-Stewart, Patricia Ireland, 2014-02-14 FORREST GENERAL MEDICAL CENTER ADVANCED MEDICAL TRANSCRIPTION FOURTH EDITION is a highly practical guide providing advanced training in medical transcription and terminology Ideal for use as a classroom resource or a self paced learning aid the text includes a complete course of lessons to help you acquire or sharpen transcription skills and prepare for success as a healthcare documentation specialist in hospitals medical practices laboratories or legal and business environments The new fourth edition features numerous chapters dedicated to individual medical specialties providing an overview of each specialty relevant abbreviations terminology and pronunciations anatomical illustrations transcription tips and useful websites Complementing the chapter material are special features to enhance learning and hone practical skills including activities devoted to critical thinking and professional ethics as well as audio transcription exercises offering practice with live dictation Forrest General Medical Center Advanced Medical Transcription has been thoroughly updated to reflect important developments in the field including electronic filing HIPAA standards new rules and regulations evolving best practices current forms and examples and other trends and issues relevant for today s medical transcription professionals     Studyguide for Medical Transcription Cram101 Textbook Reviews, 2013-05 Never HIGHLIGHT a Book Again Includes all testable terms concepts persons places and events Cram101 Just the FACTS101 studyguides gives all of the outlines highlights and quizzes for your textbook with optional online comprehensive practice tests Only Cram101 is Textbook Specific Accompanies 9780872893795 This item is printed on demand     *Studyguide for Medical Transcription Fundamentals* by Gilmore, Diane Cram101 Textbook Reviews, 2013-05 Never HIGHLIGHT a Book Again Includes all testable terms concepts persons places and events Cram101 Just the FACTS101 studyguides gives all of the outlines highlights and quizzes for your textbook with optional online comprehensive practice tests Only Cram101 is Textbook Specific Accompanies 9780872893795 This item is printed on demand     **Medical Transcription** Marcy Otis Diehl, 2007 As the role of medical transcriptionists undergoes significant changes arising from new and evolving technology refined skills are necessary to thrive in the new environment This practical text prepares transcriptionists for the demands of their evolving role including proofreading editing and transcribing via computer while

also addressing other equipment used in the profession Dictations contained on CD ROM offer realistic practice with diverse voice tones accents and speaking rates Authentic medical transcription documents illustrate formats for medical charts history and physical exams operative x ray pathology and other reports Includes shortcuts for computer formatting Skill drills teach students to use references to verify information and to become familiar with new and unusual industry terms Exercises and helpful hints encourage students to practice proofreading and editing skills Grammar skills are demonstrated and practiced through individual chapters to bolster fundamental knowledge of punctuation abbreviations symbols word endings and more Explanations of the latest HIPAA guidelines regarding patient confidentiality risk management and medical records provide guidance on adhering to regulations Details on advances in speech recognition technology and trends in transcription software including software for the sight impaired prepare students for technology encountered in the workplace Information about the Certified Medical Transcriptionist CMT exam and the new Registered Medical Transcriptionist RMT exam including possible future developments is included Punctuation and Grammar Rule synopses are located on the inside front and back covers for quick and easy reference Completely revised student CD ROM features chapter specific quizzes CMT exam preparation materials and real life transcription exercises

**Forrest General Medical Center Advanced Medical Transcription Course** Donna Conerly-Stewart, Patricia Ireland, 2014-02-14 **FORREST GENERAL MEDICAL CENTER ADVANCED MEDICAL TRANSCRIPTION FOURTH EDITION** is a highly practical guide provides advanced training in medical transcription and terminology Ideal for use as a classroom resource or a self paced learning aid the text includes a complete course of lessons to help you acquire or sharpen transcription skills and prepare for success as a healthcare documentation specialist in hospitals medical practices laboratories or legal and business environments The new fourth edition features numerous chapters dedicated to individual medical specialties providing an overview of each specialty relevant abbreviations terminology and pronunciations anatomical illustrations transcription tips and useful websites Complementing the chapter material are special features to enhance learning and hone practical skills including activities devoted to critical thinking and professional ethics as well as audio transcription exercises offering practice with live dictation Forrest General Medical Center Advanced Medical Transcription has been thoroughly updated to reflect important developments in the field including electronic filing HIPAA standards new rules and regulations evolving best practices current forms and examples and other trends and issues relevant for today s medical transcription professionals Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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track and provide feedback on the students progress through the course      **The AAMT Book of Style** Lea M. Sims,2006-12-01 This Student Workbook is the perfect companion to the AAMT Book of Style the recognized authority on medical transcription styles forms and practices Organized logically by topic the workbook helps students learn and memorize the AAMT Book of Style guidelines and standards offers clear instructions for applying the guidelines and standards on the job and provides opportunities for review self assessment and in class testing It is the only training manual developed by AAMT and focused specifically on AAMT guidelines and standards A bonus CD ROM features dictation exercises and review questions enabling readers to practice and assess their skills      **The Medical Transcription Workbook** Linda C. Campbell,Diane S. Heath,Sally C. Pitman,1999      **Studyguide for Essentials of Medical Transcription** Cram101 Textbook Reviews,2013-05 Never HIGHLIGHT a Book Again Includes all testable terms concepts persons places and events Cram101 Just the FACTS101 studyguides gives all of the outlines highlights and quizzes for your textbook with optional online comprehensive practice tests Only Cram101 is Textbook Specific Accompanies 9780872893795 This item is printed on demand      **Medical Transcription** Linda Campbell,Diane Heath,Sally Pitman,1999-09 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 not 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      **Resources in Education** ,1972-10

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