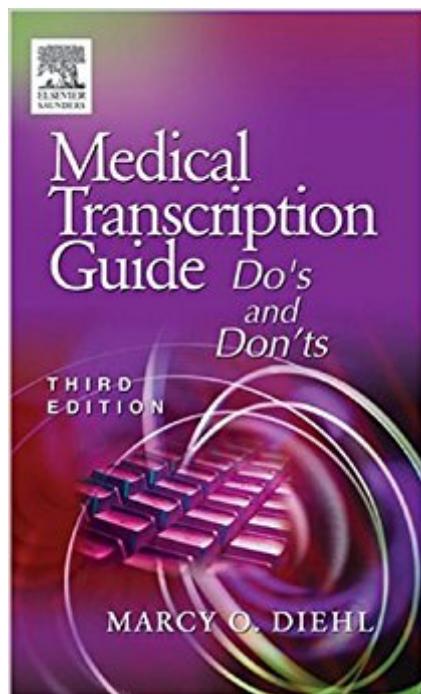


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# Medical Transcription Guide: Do's And Don'ts, 3e



## Synopsis

A quick reference for the medical transcriptionist, this book provides basic rules of grammar as well as current trends in the field. It's especially useful in searching for help with an obscure rule or in reinforcing a common practice. Using short chapters, this text provides the Do's — the grammatical rule, its exceptions, and its variations, along with examples; and the Don'ts — any common contradictions of that rule. Examples are taken from medical writing rather than general writing. Easy-to-use format provides numbered topics in each chapter, which are followed by Do's and Don'ts in quick, easy sentences. Spiral binding allows book to lay flat so MT's can refer to a rule without taking their hands off the keyboard. Clear examples are given to clarify difficult-to-understand concepts and rules. HIPAA Guidelines chapter provides general information about HIPAA legislation, with rules explaining its impact on topics such as e-mail, faxing, patient records, and privacy/security. Content has been updated to reflect changes in technology (such as use of the Internet), slang terms, and new medical terms that affect the rules of medical transcription. A table lists dangerous abbreviations to avoid, all banned by JCAHO. Homonyms and Sound-alike Words in the appendix focus on the many homonyms in medical language that can confuse a medical transcriptionist and cause a document to be transcribed incorrectly, leading to incorrect treatment of the patient. Appendices are lettered and thumb-tabbed for ease of use, to differentiate from the body of the text. Content reflects the AAMT style, the standard among major employers of medical transcriptionists.

## Book Information

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## Customer Reviews

Review of Last Edition: "Loaded with guidelines for punctuation, grammar, format, and editing...What makes this style reference unique is its plethora of related topics and quick reference format...May well become the standard for transcription style manuals." -Perspectives --This text refers to an out of print or unavailable edition of this title.

Marcy O. Diehl, BVE, CMA-A, CMT, San Diego, CA

This book is a very easy to use reference book. It should be called Quick and Easy Lookup Medical Transcription Guide: Do's and Don'ts. It is just an amazing book. I purchased this on not expecting too much because I have the 3rd edition of AAMT Book of Style and also the Workbook which are both excellent, but for a few cents (yes cents), I decided to try this. However, to my surprise it follows the same standards as the AAMT Book of Style, and it even has quite a few samples of medical documents. It is a very good reference book and you can find anything you want in the blink of an eye. This will be added to my library of MT books and will be used as much as the others. Let us not forget the Do's and Don'ts because this is a great aspect of the book. Just think of a MT question and the answer is before you. I know I am reapeating myself but I embrace anything that will make my life easier and this is one of them.

I wish this was out text book for my class. So full of much needed information and small enough to take to work. A wonderful guide even though it's a little older. I highly recommend this book.

This is like a bible for the medical transcriber. When you do diversified work in the medical field sometimes you forget the format to use and this book gives that to you in easy reference form. There are so many other things this book offers in a concise way. It comes highly recommended.

The book condition really met my expectation which I'm very surprise especially for a cheap price. You have my trust.

I used this book in my medical transcription class in college. We used it alot this semester and i learned things that i didnt know before. the book itself was in good condition.

Do NOT purchase anything for Medical Transcription!! Please!! This is an almost defunct career choice. As a 37+ year veteran in this field, almost every job has been absorbed by the new computer policies of the Obamacare regime. Almost every transcription job has been cut. There are no jobs, so it's not wise to invest in any tools to do this job. Do yourself a favor and don't waste your money on anything related to this field. It is just about impossible to get a job and there are people with YEARS of experience all over the country who are out of work. I know of one facility that went from 40 transcriptions, down to 3, and that is just one facility!!

I purchased this book before I started my transcription service and it was immensely helpful. I refer to it often and will make it required reading for my staff as they come on board. It is a wonderful reference book even for those of us who are experienced but have the occasional "mental meltdown". I would recommend it to everyone interested in the field. (Please excuse any typo's - currently in bilateral braces for carpal tunnel) Shelby DellaRosaMedScribe Services, Inc

This book is awesome for a couple of reasons. First and foremost, it's very comprehensive--containing grammar, spelling, medical transcription-specific info, frequently misused words & sound-alikes, lab values, and much more. This is my bible, even though it hasn't been updated for a while and is definitely due. I can't wait for the new version to come out! The spiral-bound version is a real bonus because it's so much easier to use and not lose your place.

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