

Style Guide for Medical Transcriptions

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Style Guide For Medical Transcriptions

Pasquale De Marco



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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

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foundation for diagnosis treatment and follow up care Embrace the challenge of maintaining high standards of accuracy upholding patient confidentiality and adhering to ethical and legal guidelines The demand for skilled medical transcriptionists continues to rise driven by the increasing emphasis on electronic health records and the growing complexity of medical information Seize the opportunity to join a growing field enjoying flexible work options including remote work and part time positions that allow you to strike a balance between your professional and personal life Whether you re a recent high school graduate seeking a fulfilling career a career changer looking for a new direction or an experienced healthcare professional seeking to expand your horizons medical transcription offers a rewarding and impactful path forward Embrace the opportunity to make a difference in the lives of patients by ensuring the accurate and efficient documentation of their medical information If you like this book write a review

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