

Medical Transcription

Subhead goes here

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
- · ponsultations
- operative reports.
- discharge summaries
- · climic motors
- nethernal herthern
- radiology reports
- · pethology 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 harher 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 docides 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 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

kills, knowledge & processore

- . Medical transcriptionists (MTI) are more than just data-entry operators or mere typists working in the healthcare industry.
- MTs need to have the skills required for creating proficient and accurate medical records; besides having these skills, they need to constantly improvise and
- 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
 - Keyboard Kinetics & Computer Literacy
 - English Language Proficiency Grammar, Sentence Structure, Spelling, Punctuation, Numbers & Abbreviations
 - 3. Medical Terminology
 - 4. Editing & Proofreading Medical Dictation
 - the Trumpscriptsion: 5. Medical Reports
 - 6. Human Anatomy & Physiology
 - Concepts of Disease
 - B. Medical & Surgical Procedures
 - Pharmacology, Diagnostic Imaging & Laboratory Medicine
- 10. Medicolegal Issues

The MIT Kingway

- record or the patient's entire chart, which will contain all reports from previous. service could be made
- 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:
 - · Incoring accepty
 - medical knowledge
 - good reading comprehension
 - . fact-checking skills (in order to check references when in doubt about the
- 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 mitpronunciations of words with which the MT must contend
 it is imperative that the MT look up the correct spelling of complex medical -this is a large part of
- terms, medications, obvious dosage or dictation errors—this is a large 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.
- 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
- 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 (AHD0 is of crucial importance to the MT
- The AHOI 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.ahdionline.org

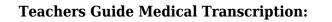
keyboard kinetics & computer literacy

- . 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 understand the basic concepts of dictation and
- transcription technology MTs have many types of equipment and refer-
- ence materials at their fingertips; basic equipment available includes:
- · transcriber*
- Contragnation
- current word-processing software



Teachers Guide Medical Transcription

Norma Lee Morrow



Unveiling the Magic of Words: A Overview of "Teachers Guide Medical Transcription"

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