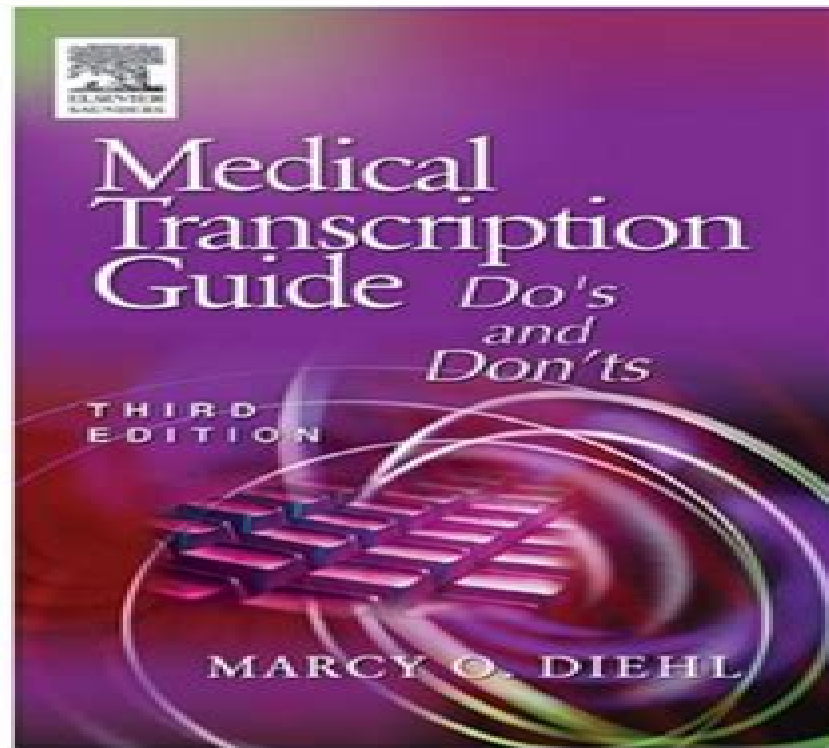


# Medical Transcription Guide: Do's and Don'ts



# Medical Transcription Guide

**Marcy O. Diehl**



## **Medical Transcription Guide:**

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The learner guide introduces students to the medical environment It provides relevant information practical scenarios and industry information for the support of student learning This material is intended for students who have no formal background skills or knowledge in a medical environment It is suitable for students in a range of situations from classroom based learning to distance education learning This will help learners interested in establishing their career as medical receptionists medical secretaries or medical typists in the medical or allied health field This learner guide addresses the competency requirements for BSBADM303B BSBADM302B BSBWRT301A It provides learners with the performance outcomes skills and knowledge required to assist learners develop skills in audio typing in a medical environment and how to transcribe dictation to produce accurate medical documents Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources

- o Each performance criteria of BSBADM303B BSBADM302B BSBWRT301A is covered in detail and includes practical activities to ensure competency of learners
- o Written for the Australian medical environment in clear understandable language
- o Provides a number of Microsoft Word activities including correct letter layout editing formatting proofreading and spelling
- o Contains audio files to be transcribed into medical letters and other medical specific documents

These audio files include letters to specialists using specialty medical terms radiology reports glossary of words and definitions and systems of the human body

- o At the end of each chapter there are self review questions Students can perform these true and false questions in their own time and check their results against the answers provided
- o In the final section of the learner guide there are 4 appendices Appendix A contains word lists for each system in the human body These will assist learners when audio transcribing
- o Appendix B contains the pronunciations phonetic spelling of key terms from each system of the body and radiology and pathology

*How to Be A Medical Transcriptionist* Cynthia Peavler Bull,2005-02-01 [Being a Medical Transcriptionist](#) Norma Lee Morrow,1992-01-01 [The Complete Idiot's Guide to the Perfect Resume, 5th Edition](#) Susan Ireland,2010-01-05

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