



Delmar's Medical Transcription Handbook

By Blake, Rachelle S.

Cengage Learning, 1997. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service!
Summary: INTRODUCTION TO MEDICAL TRANSCRIPTION: What is Medical Transcription'. Medical Transcription Transcribing Tools. Telecommunications Tools In Medical Transcription. Use of Reference Materials. MEDICAL TRANSCRIPTION FORMATS: Types of Medical Reports and Formats .Medical Office Charting and Correspondence. Additional Medical Forms, Formats and Documents. MEDICAL TRANSCRIPTION MECHANICS: Word Usage. Sentence Grammar. Punctuation. Compound Words and Hyphenation Contractions and Shortened Word Forms. Abbreviations. Capitalization. Plural and Possessive Forms. Numbers and Number Combinations. MEDICAL TRANSCRIPTION SKILLS: Commonly Confused Words, Misspelled Words and Spelling Hints. Editing Medical Dictation and Transcription. The Business of Medical Transcription. Marketing Your Medical Transcription Talents. APPENDIX A. APPENDIX B. APPENDIX C. APPENDIX D. APPENDIX E. APPENDIX F. APPENDIX G. APPENDIX H. APPENDIX I. BIBLIOGRAPHY. INDEX.



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