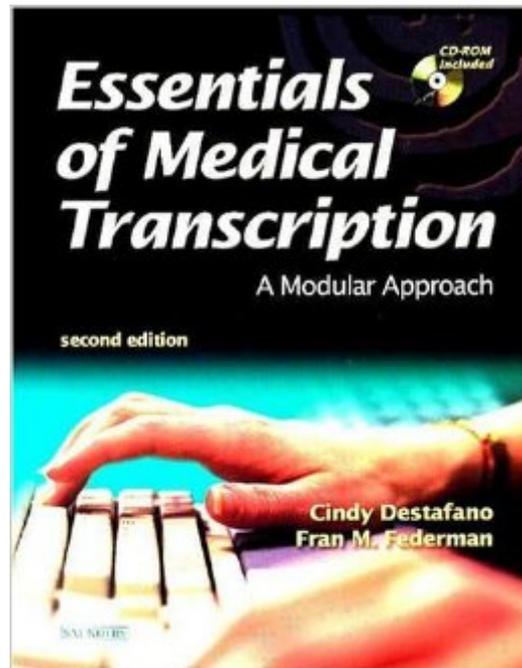


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# Essentials Of Medical Transcription: A Modular Approach, 2e



## **Synopsis**

In this hands-on introductory text, scenario drills and realistic simulations help the reader gain confidence and develop marketable skills for a career in medical transcription. The modular, building-block approach reinforces basic concepts as the material progresses. A unique Error Analysis Chart points out common and recurring mistakes so readers can learn to avoid these errors. A motivating Production for Pay Summary sheet is linked to a grading grid, so net words of production are calculated to monetary value and students experience the real-world accountability of earning a pay check. The updated CD-ROM is easier to use and more closely tied to the book content, and it now contains the audio transcriptions that are included on the accompanying audio tapes. Instructor resources are available; please contact your Elsevier sales representative for details. Offers a student-driven approach to learning where the instructor assumes the role of a coach and facilitates the learning process. Provides all answer keys for activities in the textbook, in order to provide immediate feedback. Answer keys for dictations are available to the student on the CD-ROM. Presents the fundamental skills and knowledge that a student must understand in preparation for medical transcription practice. Emphasizes interactive skill building and simulations through activities in medical terminology, proofreading, and transcription. Features a unique and motivating Production for Pay Summary sheet linked to a grading grid, where net words of production are calculated to monetary value. Features a unique Error Analysis Chart to categorize and track undetected errors for each document, so students and instructors can note the occurrence of repeated mistakes and prescribe a remedy for each type of error. Narrative and corresponding transcripts comply with the AAMT Book of Style. The CD-ROM has been significantly updated in programming, design, and ease of use. It also allows for use of a foot pedal that is integrated with the computer, which eliminates the need for a transcription machine. The book's design has been improved in order to make the presentation easier to follow. Dictated transcriptions are now available on the CD-ROM or on audio tapes.

## **Book Information**

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## Customer Reviews

I purchased this book believing that it was a complete, train-at-home package. I wish I would have known that the book must be used with audiocassettes which are sold on the publisher's website for \$... Another huge problem is that the CD-ROM contains numerous errors on its scoring key; so many correct responses are scored as incorrect. It is impossible for the user to get an accurate idea of their progress without manually scoring your own test by going back through the chapter and checking your own answers. Do not depend on the automatic scoring to tell you how you've done. I'm disappointed that the CD-ROM was not edited more carefully, and that the need for the audiocassettes isn't shared in the book description.

While I like the Pretest/Check your Progress method of reviewing terminology, there are so many errors in the scoring key that there is little benefit as you must recheck the answers with a dictionary. The transcription practice items are scored so erroneously on the CD-Rom version that you must use the key to check your work. And the cost of purchasing the transcription tapes is extremely prohibitive--much more than purchasing say a Prentice-Hall set of tapes and book. I've ended up purchasing a complete replacement for this text. I do not recommend this to anyone.

This is the worst book I've ever seen in my life. There are no audiotapes, which you buy them separately cost about \$200. If I have known that I should buy audiotapes separately, I would have gone to school and had paid tuition fees. They're all same. Unfortunately I cannot able to install the CD ROM they've provided, which I believe it was not properly set it up for this book, and I heard this book and CD Rom contain lots of error. I would strongly not recommend other people to buy this book.

The Essential's of Medical Transcription book- A Modular Approach...complete with CD Rom is excellent. Provides the beginning Medical Transcriptionist (or advanced MT) with a new way of

study to increase their knowledge of skills necessary for a Medical Transcription career. Divided into two units of focus, the first part of the book provides you with medical terminology, keyboarding and proofreading skills. The second section focuses on different medical specialties (including: Family medicine, Orthopedic practice, Urology practice, Pulmonary medicine, Gastroenterology practice, Cardiology practice and Diagnostic Imaging practice) to give the reader a broad range of knowledge and experience in the medical field. The CD Rom that accompanies the book gives the reader a chance for "hands-on" experience using their home computer to practice transcribing outpatient report simulations. All chapters contain review worksheets and timed transcription exercises. I highly recommend this book/CD ROM package.

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