



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
 - consultations
 - operative reports
 - discharge summaries
 - clinic notes
 - referral letters
 - radiology reports
 - pathology 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 his/her 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 decides 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 recording**.
- 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

Skills, knowledge & procedures

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

The MT Knows

Logic and critical thinking are key to accurate transcription documents and, thereby, key to effective patient care.

Subhead goes here

- record or the patient's entire chart, which will contain all reports from previous encounters.
- 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:
 - hearing acuity
 - medical knowledge
 - good reading comprehension
 - fact-checking skills (in order to check references when in doubt about the dictation)
- 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 mispronunciations of words with which the MT must contend.
- It is **imperative** that the MT look up the correct spelling of complex medical terms, medications, obvious dosage or dictation errors—this is a large part of 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 transcription!
- 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 new words.
 - 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 (AHDI) is of crucial importance to the MT.
- The AHDI 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.abdionline.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 computers**
 - understand the basic concepts of dictation and **transcription technology**
- MTs have many types of **equipment and reference materials** at their fingertips; basic equipment available includes:
 - transcriber*
 - computer
 - current word-processing software
 - printer



Study Guide Materials For Medical Transcription Course

Marcy Otis Diehl



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Medical Transcription For Dummies Anne Martinez, 2012-12-06 The fast and easy way to explore a medical transcription career Flexibility is one of the most enticing aspects of a career in medical transcription Perfect for in the office at home or on vacation medical transcriptionists can often create lifestyle appropriate schedules The transcription field also appeals as a part time post retirement income source for ex healthcare industry workers If you re interested in a career in this growing field Medical Transcription For Dummies serves as an accessible entry point With guidance on getting through training and certification and exploring opportunities within the myriad different kinds of employment arrangements Medical Transcription For Dummies gives you everything you need to get started in medical transcription Guides you on getting through medical transcription training and certification Includes expert advice and tips on how to approach complex medical jargon and understand procedures Plain English explanations of medical terminology anatomy and physiology diagnostic procedures pharmacology and treatment assessments Whether used as a classroom supplement or a desk reference students and professionals alike can benefit from Medical Transcription For Dummies **Medical Transcription - E-Book** 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 *Certification and Accreditation Programs Directory* Michael A. Paré, 1996 Providing detailed profiles on certification and accreditation programmes in the US this book includes information on certification and accreditation programmes that denote skill level professionalism accomplishment and excellence **Train**

at Home to Work at Home Michelle McGarry, 2003-07 Begin a Work at Home Career with the Training and Education You Need Train at Home to Work at Home This unique guide provides comprehensive resources on more than 200 distance learning programs that can teach you 27 of the most popular and profitable work at home careers Distance learning programs have exploded in the last few years courses are now available online via e mail via teleclass through the mail on audiotape on videotape and even on CD ROM You can learn graphic design at UCLA professional writing at Washington State University life coaching at CoachU Web site design at Penn State financial planning at University of Alabama interior design at the Art Institute International medical transcription at the Health Professions Institute and many more Plus extensive resource lists organizations books and Web sites complete each section Full contact information tuition rates and course descriptions make comparisons and contrasts a breeze

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Undergraduate Guide: Two-Year Colleges 2011 Peterson's, 2010-08-24 Peterson's Two Year Colleges 2011 includes information on nearly 2 000 accredited two year undergraduate institutions in the United States and Canada as well as some international schools It also includes scores of detailed two page descriptions written by admissions personnel College bound students and their parents can research two year colleges and universities for information on campus setting enrollment majors expenses student faculty ratio application deadline and contact information **SELLING POINTS** Helpful articles on what you need to know about two year colleges advice on transferring and returning to school for adult students how to survive standardized tests what international students need to know about admission to U S colleges and how to manage paying for college State by state summary table allows comparison of institutions by a variety of characteristics including enrollment application requirements types of financial aid available and numbers of sports and majors offered Informative data profiles for nearly 2 000 institutions listed alphabetically by state and followed by other countries with facts and figures on majors academic programs student life standardized tests financial aid and applying and contact information Exclusive two page in depth descriptions written by college administrators for Peterson's Indexes offering valuable information on associate degree programs at two year colleges and four year colleges easy to search alphabetically

Medical Transcription Marcy Otis Diehl, 2007 As the role of medical transcriptionists undergoes significant changes arising from new and evolving technology refined skills are necessary to thrive in the new environment This practical text prepares transcriptionists for the demands of their evolving role including proofreading editing and transcribing via computer while

also addressing other equipment used in the profession Dictations contained on CD ROM offer realistic practice with diverse voice tones accents and speaking rates Authentic medical transcription documents illustrate formats for medical charts history and physical exams operative x ray pathology and other reports Includes shortcuts for computer formatting Skill drills teach students to use references to verify information and to become familiar with new and unusual industry terms Exercises and helpful hints encourage students to practice proofreading and editing skills Grammar skills are demonstrated and practiced through individual chapters to bolster fundamental knowledge of punctuation abbreviations symbols word endings and more Explanations of the latest HIPAA guidelines regarding patient confidentiality risk management and medical records provide guidance on adhering to regulations Details on advances in speech recognition technology and trends in transcription software including software for the sight impaired prepare students for technology encountered in the workplace Information about the Certified Medical Transcriptionist CMT exam and the new Registered Medical Transcriptionist RMT exam including possible future developments is included Punctuation and Grammar Rule synopses are located on the inside front and back covers for quick and easy reference Completely revised student CD ROM features chapter specific quizzes CMT exam preparation materials and real life transcription exercises

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