



One



Two



Three



Four



Five

Medical Transcription & Editing

2303

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Acknowledgments

Editorial Staff

Editorial Director: Trish Bowen, M.Ed.

Editorial Director: Janet Perry, B.S.

Author: Caroline Yeager, M.D.

Author: Robin Vaughan

Academic Content Editor: Stephanie Orrick

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Editorial Assistant: Rachel Metzgar, B.A.

Design/Layout

Design Supervisor: Connie Hunsader

Graphic Designer: Sandy Petersen

Graphic Designer: D. Brent Hauseman



2001 Lowe Street
Fort Collins, CO 80525
www.at-homeprofessions.edu

Contents

Lesson 1—The Exciting World of Medical Transcription & Editing

Step 1	Welcome to the Exciting World of Medical Transcription & Editing	1
Step 2	Course Preview	2
Step 3	What’s Next?	2
Step 4	Time Management	2
	Set a Schedule and Stick to It	4
Step 5	Set Goals	6
	Staying Motivated	7
Step 6	A Closer Look at Medical Transcription and the Medical Office	8
	Qualities of a Successful Medical Transcriptionist	9
Step 7	Lesson Summary	9
	Endnotes	10

Lesson 2—Root Words and Word Parts

Step 1	Learning Objectives for Lesson 2	1
Step 2	Lesson Preview	1
Step 3	Learning about Word Parts	2
	Word Parts	2
Step 4	Practice Exercise 2-1	4
Step 5	Review Practice Exercise 2-1	4
Step 6	Learn about Root Words	4
	Compound Words as Root Words	5
	Combining Forms of Root Words	6
Step 7	Flashcards	6
Step 8	Pronounce New Root Words	7
Step 9	Write New Root Words	7
Step 10	Learn Root Word Meanings	8
Step 11	Practice Exercise 2-2	8
Step 12	Review Practice Exercise 2-2	9
Step 13	Lesson Summary	9
	A Note about Flashcards	10
Step 14	Mail-in Quiz 1	10
	Mail-in Quiz 1	10

Lesson 3—Prefixes and Suffixes

Step 1	Learning Objectives for Lesson 3	1
Step 2	Lesson Preview	1
Step 3	Carla's Career in Medical Transcription.	2
Step 4	Learn Prefixes	2
Step 5	Pronounce New Prefixes	4
Step 6	Write New Prefixes	5
Step 7	Learn Prefix Meaning	5
Step 8	Practice Exercise 3-1	6
Step 9	Review Practice Exercise 3-1	7
Step 10	Introduction to Suffixes.	7
Step 11	Learn about Suffixes	8
Step 12	Pronounce New Suffixes	10
Step 13	Write New Suffixes	11
Step 14	Learn Suffix Meanings.	11
Step 15	Practice Exercise 3-2	12
Step 16	Review Practice Exercise 3-2	13
Step 17	Lesson Summary.	13
Step 18	Mail-in Quiz 2	13
	Mail-in Quiz 2	14

Lesson 4—Divide Medical Terms

Step 1	Learning Objectives for Lesson 4	1
Step 2	Lesson Preview	1
Step 3	Hints for Dividing Medical Terms	2
	Consonants, Vowels and the Role They Play	3
	Time for Some Practice	4
Step 4	Word Meanings.	5
Step 5	Practice Exercise 4-1	7
Step 6	Review Practice Exercise 4-1	8
Step 7	Pronounce New Medical Terms	8
Step 8	Write New Medical Terms	9
Step 9	Learn Medical Term Meanings	9
Step 10	Practice Exercise 4-2	9
Step 11	Review Practice Exercise 4-2	10
Step 12	Practice Exercise 4-3	11
Step 13	Review Practice Exercise 4-3	12
Step 14	Lesson Summary.	12

Lesson 5—Combine Medical Terms

Step 1	Learning Objectives for Lesson 5	1
Step 2	Lesson Preview	1
Step 3	Combining Medical Terms	2
Step 4	Consonants, Vowels and the Roles They Play	2
Step 5	Practice Exercise 5-1	4
Step 6	Review Practice Exercise 5-1	5
Step 7	Practice Exercise 5-2	5
Step 8	Review Practice Exercise 5-2	7
Step 9	Lesson Summary	7
Step 10	Mail-in Quiz 3	7
	Mail-in Quiz 3	8

Lesson 6—Listening Skills

Step 1	Learning Objectives for Lesson 6	1
Step 2	Lesson Preview	1
Step 3	Silent Letters	2
	Letters that Sound Alike	3
Step 4	Practice Exercise 6-1	5
Step 5	Review Practice Exercise 6-1	6
Step 6	Pronounce New Word Parts	6
Step 7	Write New Word Parts	7
Step 8	Learn Word Part Meanings	7
Step 9	Practice Exercise 6-2	8
Step 10	Review Practice Exercise 6-2	9
Step 11	Lesson Summary	9

Lesson 7—Forming Plurals

Step 1	Learning Objectives for Lesson 7	1
Step 2	Lesson Preview	1
Step 3	Introduction to Plurals	2
	English Rules for Plurals	2
Step 4	Practice Exercise 7-1	4
Step 5	Review Practice Exercise 7-1	5
Step 6	Medical Rules for Plurals	5
Step 7	Practice Exercise 7-2	6
Step 8	Review Practice Exercise 7-2	7
Step 9	Add Plurals to Your Flashcards	7
Step 10	Check Your Work	7
Step 11	Add Plurals to Your Flashcards	8

Step 12	Practice Exercise 7-3	8
Step 13	Review Practice Exercise 7-3	9
Step 14	Practice Exercise 7-4	9
Step 15	Review Practice Exercise 7-4	12
Step 16	Lesson Summary	12
Step 17	Mail-in Quiz 4	12
	Mail-in Quiz 4	12

Lesson 8—Proper Names and Acronyms

Step 1	Learning Objectives for Lesson 8	1
Step 2	Lesson Preview	1
Step 3	Eponyms and Brand Names	2
	Eponyms	2
	Brand Names	4
Step 4	Practice Exercise 8-1	4
Step 5	Review Practice Exercise 8-1	5
Step 6	Practice Exercise 8-2	5
Step 7	Review Practice Exercise 8-2	6
Step 8	Pronounce Eponyms	6
Step 9	Acronyms	7
Step 10	Practice Exercise 8-3	8
Step 11	Review Practice Exercise 8-3	9
Step 12	Practice Exercise 8-4	9
Step 13	Review Practice Exercise 8-4	10
Step 14	Meanings for Acronyms	10
Step 15	Pronounce Acronyms	10
Step 16	Lesson Summary	11

Lesson 9—Abbreviations and Numbers

Step 1	Learning Objectives for Lesson 9	1
Step 2	Lesson Preview	1
Step 3	Abbreviations	1
	Abbreviation Rules	2
Step 4	Pronounce Common Medical Abbreviations	4
Step 5	Write Abbreviations	5
Step 6	Learn Abbreviation Meanings	5
Step 7	Practice Exercise 9-1	6
Step 8	Review Practice Exercise 9-1	6
Step 9	Slang	7
	Medical Slang	7
	English Slang	8

Step 10	Pronounce Slang Terms	8
Step 11	Write Slang Terms	8
Step 12	Learn Slang Term Meanings	9
Step 13	Practice Exercise 9-2	9
Step 14	Review Practice Exercise 9-2	10
Step 15	Numbers and Numerals	10
Step 16	Practice Exercise 9-3	14
Step 17	Review Practice Exercise 9-3	14
Step 18	Symbols	15
Step 19	Practice Exercise 9-4	15
Step 20	Review Practice Exercise 9-4	16
Step 21	Lesson Summary	17
Step 22	Mail-in Quiz 5	17
	Mail-in Quiz 5	18

Lesson 10—Medical Capitalization and Punctuation

Step 1	Learning Objectives for Lesson 10	1
Step 2	Lesson Preview	1
Step 3	Capitalization Rules	1
Step 4	More Capitalization Rules	2
Step 5	Practice Exercise 10-1	5
Step 6	Review Practice Exercise 10-1	5
Step 7	Medical Punctuation	6
	Rules for Using Periods	6
Step 8	Practice Exercise 10-2	7
Step 9	Review Practice Exercise 10-2	8
Step 10	Using Commas	8
	Rules for Using Commas	8
	Rules for Using Apostrophes	10
Step 11	Practice Exercise 10-3	11
Step 12	Review Practice Exercise 10-3	11
Step 13	Rules for Using Colons	11
	Rules for Using Hyphens	12
Step 14	Practice Exercise 10-4	13
Step 15	Review Practice Exercise 10-4	13
Step 16	Lesson Summary	14
	Endnote	14
Step 17	Mail-in Quiz 6	15
	Mail-in Quiz 6	15

Answer Key

Answer Key—Lesson 2	1
Practice Exercise 2-1	1
Practice Exercise 2-2	2
Answer Key—Lesson 3	3
Practice Exercise 3-1	3
Practice Exercise 3-2	4
Answer Key—Lesson 4	5
Practice Exercise 4-1	5
Practice Exercise 4-2	6
Practice Exercise 4-3	7
Answer Key—Lesson 5	8
Practice Exercise 5-1	8
Practice Exercise 5-2	9
Answer Key—Lesson 6	11
Practice Exercise 6-1	11
Practice Exercise 6-2	12
Answer Key—Lesson 7	13
Practice Exercise 7-1	13
Practice Exercise 7-2	14
Practice Exercise 7-3	15
Practice Exercise 7-4	16
Answer Key—Lesson 8	18
Practice Exercise 8-1	18
Practice Exercise 8-2	19
Practice Exercise 8-3	20
Practice Exercise 8-4	21
Answer Key—Lesson 9	22
Practice Exercise 9-1	22
Practice Exercise 9-2	23
Practice Exercise 9-3	24
Practice Exercise 9-4	25
Answer Key—Lesson 10	26
Practice Exercise 10-1	26
Practice Exercise 10-2	27
Practice Exercise 10-3	28
Practice Exercise 10-4	29

The Exciting World of Medical Transcription & Editing

Step 1 Welcome to the Exciting World of Medical Transcription & Editing

- Welcome to your At-Home Professions' Medical Transcription & Editing Course! You've taken the first step toward an exciting and rewarding career as a medical transcriptionist and editor.

You have also chosen a terrific time to enter the healthcare industry. Healthcare, in general, has been—and continues to be—one of the fastest-growing employment industries in the U.S. In fact, economists and staffing experts claim that while other industries are cutting back and laying off employees, the healthcare industry is in dire need of workers. In fact, the healthcare industry will add *3.2 million* new jobs between 2008 and 2018, more than any other industry, according to the U.S. Bureau of Labor Statistics.¹ Not only will the demand for healthcare professionals increase—medical transcriptionists included—but the earnings potential for medical transcriptionists is excellent. As experience and skill increases, transcriptionists can often earn between \$15 and \$25 an hour!



Medical transcriptionists help ensure that medical records are accurate and reliable.

A medical transcriptionist is a highly-trained person who can take the doctor-dictated report of a patient's medical treatment and type it into a report format. A medical editor reviews medical reports issued by speech recognition software for accuracy. Medical transcriptionists and editors provide a crucial service to doctors and their patients by ensuring that the medical reports that physicians refer to are accurate and reliable. This allows physicians and other medical professionals to focus on their patients.

Many medical transcriptionists and editors enjoy a flexible schedule, often working from home during the hours that best fit their busy lifestyle. Working at home can save money on daycare, commuting, office clothes and much more. Another bonus is that it is a fun and interesting career!

Step 2 Course Preview

At-Home Professions' Medical Transcription & Editing Course will teach you everything you need to know about the medical transcription field. You'll sharpen your listening skills, correct formatting and transcribe actual medical reports! You'll discover the ins and outs of the medical transcription industry, as well as everything you need to know to be a successful transcriptionist—right out of the gates.

Your course is divided into lessons. Each lesson will teach you, step-by-step, the skills you build upon throughout the course. Your lessons are designed in an easy-to-follow, step-by-step, instruction method that makes learning easier and FUN!

After you study the new material in a lesson, you will take a Practice Exercise. Practice Exercises provide the hands-on experience you need to hone your skills. Once you complete your Practice Exercises, you're ready for a Quiz. All of your quizzes are open-book! Of course, you will remember many of the items on your quizzes without looking back at your lessons. However, if you don't remember or are unsure of the answer, go back through the lesson and find the information. We want you to know how to *find* the right answer, rather than try to memorize everything—just as practicing transcriptionists do on the job!

If, at any time, you have questions on your course content, call or e-mail your instructors. Your instructors are readily available to answer all your questions, explain anything you are unsure of and make your journey through this course easy, fun and non-pressured.

Step 3 What's Next?

- ❑ Listening is an essential skill for medical transcriptionists. In the next few lessons, we're going to jump right into the heart of the matter and learn about word parts, listening skills, plurals, proper names, abbreviations, acronyms, medical capitalization and punctuation. But before we do, let's review how to manage time in your new, work-at-home career.

Are you ready? Let's get started!

Step 4 Time Management

- ❑ Now, what about time management? Well, there's no denying that time is a valuable resource. We all share the same amount of minutes and hours available each day. Since we cannot change this fact or borrow time from previous days, all that we can do is use the time wisely. Time management consists of simply organizing yourself to make the best use of the time available and making the choices most appropriate for you. Time management is also about effectiveness. Let's clarify the difference between effectiveness and efficiency. Selecting the right task demonstrates effectiveness, and efficiency describes finding the best method to complete that task. Both are necessary concepts, but effectiveness allows you to work smarter by working on what is important.

To better learn to manage your time, first identify and set goals. Write down your goals to make them more visible to you and increase your commitment to them. Time management consultants agree that a daily to-do list is invaluable. Make your list a regular part of your routine. List all of the activities that you want to accomplish that day and rank them by level of importance. The ranking order works well because you rank the activities that allow you to achieve your goals higher on your list.

One of the most essential tools for effective use of time is a schedule. To begin working on a schedule, set aside a period of time each day to reflect and plan. This brief time spent each day will save you hours in the long run. Also, estimate in advance how much time a particular task will take. For example, if you have to complete a school quiz, and you estimate it will take you a week, don't leave yourself only a day to do it. And don't forget to schedule time for breaks and relaxation!

The final step in planning your work is to work your plan. Keep your schedule visible as a reminder of your goals. To finalize your scheduling, keep track of your progress toward a particular goal and record your accomplishments.

Regardless of how well you plan your goals and schedule your time, you will inevitably run into obstacles. One such obstacle stems from overcommitment. By spending time on what others want, you become unable to concentrate on your own goals. Many individuals do not know how or are afraid to refuse a request. Remember, it's okay to politely refuse requests that are not in your best interest!

Another obstacle we may encounter is an inability to delegate, or entrust tasks to others. However, delegating is a key concept in successful time management. Many of us don't delegate, which results in less time spent on the critical tasks that need our attention. You often perform activities at work and home out of habit. Try this technique: Whenever you face a task, ask yourself if someone else can handle it. Think about it. Can your daughter throw in a load of laundry while you study? Can your husband drive your son to basketball practice while you work on an assignment? Probably. So ask them to do so! Keeping an orderly desk can help you manage time. Your desk can and should be a tool to make you more effective. Michael LeBoeuf, author of *Working Smart*, offers some guidelines for this topic.



Set aside a period of time each day to reflect and plan.

For example, keep only one project at a time on top of your desk, making that project your top priority. If you have a school quiz to finish, that should be the only item on your desk. Also, keep items off your desk until you are ready for them. And don't be sidetracked by other tasks because they are easier or more appealing. Sure, maybe Lesson 8 of your textbook seems more interesting than Lesson 5, but you should work on the top priority item—Lesson 5—and continue working on it until completion. When you complete a task, send it on its way. Then check your priorities and move to the next item. Time management consists of simply organizing yourself to make the best use of the time available.

Everyone has the same amount of time available. What we do with that time is up to each of us to decide. Some people, through successful time management principles, make the most of their lives and create greater personal satisfaction for themselves and those around them. So, give a few of these time management ideas a try!



Keep only one project at a time on top of your desk, making that project your top priority.

Set a Schedule and Stick to It

When we talked about time management, we talked about the importance of scheduling. Well, creating a schedule for your studies is an important success strategy. You can create a weekly organizer and fill in the days and dates.

At the beginning of each week, write in all of your nonnegotiable commitments for the week, such as when you're at your job or busy with your family. Then, find time slots that won't be interrupted. Write **STUDY TIME** in big red letters across these times. Highlight them. Put stars by them. Do whatever it takes to keep these appointments. And remember to check your calendar often. Here's a sample weekly organizer that you can use as a guide.

Weekly Organizer							
day/ date							
am 5							
6							
7							
8							
9							
10							
11							
noon							
pm 1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

In addition, you should study somewhere that is quiet, comfortable and well-lit. Do not allow yourself to be distracted, and schedule study times when you are alert and likely to be at your best. Lastly, your study sessions don't have to be marathons—in fact, they shouldn't exceed an hour—but you should make studying a part of your daily routine.

So there you have it. You know all about success strategies and how these strategies can help you reach your goals. Remember to put what you've learned here to use. These success strategies have proven to be a great help to students—that's why they're called success strategies! So take advantage of them. Use them to help you succeed at being a good student, earning your certificate, starting a new job and doing well in your career!

Now that you can manage time, let's set some goals to complete your course.

Step 5 Set Goals

- ❑ Studies prove that people who set a series of smaller, short-term goals achieve their dreams more often than those who only set long-term goals? Let's take a few moments to set a few, shorter-term goals—in addition to the date you have in mind to begin your new career as a medical transcriptionist! (Your Course Completion Sheet is located in the Course Introduction in your Welcome Pack Envelope.)

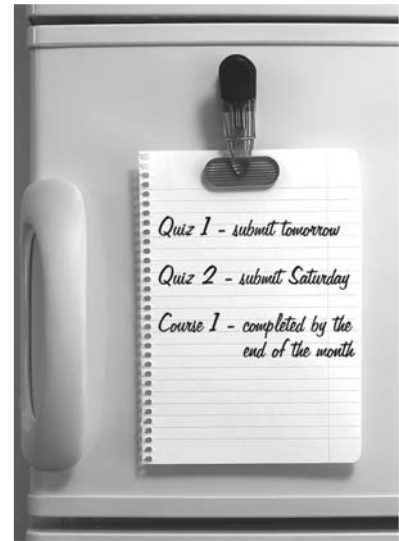
Take a few moments to set some short-term goals. For instance, consider submitting your first quiz today...you can even get instant results on your first quiz by submitting your quiz online—or call the school and submit your answers over the phone! Set a goal to complete the first three quizzes by a certain date. Or commit to a specific date to complete Course One, for example. Whatever goals you set, do what works for you—make your goals realistic yet challenging.

Just think...in a matter of only a few weeks, you could be working on Course Two! The timeline and choice are yours; only you know what will work best for you.

Yes, you can study at your own pace. It's not necessary to blaze through a course a week on your way to earning your Medical Transcription & Editing certificate. You could read only one lesson a month if you really wanted to. But is that a good idea? Do you think that you would remember what you learned each month and be able to build upon it? When it's time for a Quiz, you'd probably have to put in a lot more study time if you used that approach!

One helpful success strategy is to complete your program planning sheet below. A program completion planning sheet can help you reach your goal of earning your certificate. Take a minute each day to review your reasons for wanting to earn your certificate. This strategy will help you stay focused on your goal, as well. Simply list your reasons for wanting to complete your Medical Transcription & Editing program. Then list the dates by which you would like to complete each course.

On your planning sheet below, list the target dates that fit best with your plans. After you complete your program completion planning sheet, refer to it often to remind you of your goals!



Setting goals is a great step toward achieving them.

Program Completion Planning Sheet

I would like to gain the skills this program has to offer because:

1. _____
2. _____
3. _____

My goals are to complete:

Course 1 by _____

Course 2 by _____

Course 3 by _____

Course 4 by _____

Course 5 by _____

Once you're happy with your goals, copy them onto the Course Completion Sheet in your Course Introduction. This way you can post your short term goals on your fridge or bathroom mirror where you will see them often. And as you achieve each goal, take pleasure in checking that goal off your list. Also, reward yourself for a job well done. Take a special walk, relish your achievements with your favorite tea or coffee, or give a friend a call and have a spontaneous, picnic lunch! Each small goal achieved is worth celebrating...and gets you yet another step closer to your new career and lifestyle goal!



To handle stress, it is important to eat a healthy diet and spend time with family and friends.

Staying Motivated

As you learned earlier, you can set goals and establish a study schedule to help you succeed. It also helps to stay motivated. To help keep your motivation up, study a little bit every day to keep your momentum moving forward. In addition, completing the Practice Exercises and Practice Reports will help you complete upcoming Quizzes. We want to help you succeed, and want to see you complete your course.

The most important factor in motivation is you! *You* are your own best motivator, so realize what motivates *you* to study. Perhaps your goal is to start a new, successful career, or start your own transcription business. It's helpful to know what drives you, so you can determine how to get there.

Set smaller goals that can help you reach your larger goals. If you want to run a marathon, you don't decide one day to run 26 miles. Instead, you set smaller, short term goals that will help you run a marathon. You run a few miles each week and continue to add miles as you train. The same applies to your life—set smaller, short-term goals that will lead to your overall goal.

Another factor in motivation is procrastinating. Avoid procrastination! Keep going forward and completing each lesson, Practice Exercise and Quiz as you reach them. Each small goal will help you complete your larger goal—starting your new career. When you finish one lesson, preview the lesson objectives for the next lesson or begin reading your next lesson in order to keep up your momentum.

Sometimes it helps to talk with a mentor or a friend. A third person can support your goals, cheer for your progress and encourage you to do more. And remember, our instructors are only a phone call or e-mail away, and are always available to help!



Recognize your goal for studying so that you can keep yourself motivated.

Step 6 A Closer Look at Medical Transcription and the Medical Office

- ❑ Are you curious about the medical transcription process? Great! Let's take a quick look at an example. For the purpose of this lesson, let's observe how Jenni's visit to the doctor is documented.



Jenni visited Dr. Brown for a routine checkup.

Jenni attends her appointment for a regular checkup with Dr. Brown. At the end of the visit, Dr. Brown dictates and records the results of the visit using a digital recorder. That's where the medical transcriptionist comes into play.

The medical transcriptionist takes Dr. Brown's dictated notes and transcribes them. In other words, she puts them in a form that is accessible to everyone who needs the complete report on the patient's status. As a result, the transcriptionist creates an electronic report of the dictation.

Once the report is created on the computer, these notes are added to the patient's medical file. The medical transcriptionist needs to get the patient information back to the client's office somehow. Some medical offices accept e-mailed files. Other offices use different ways to transfer the information. The information is then placed in the patient's medical file—printed for the file folder and possibly stored electronically as well.

Transcribing notes accurately and in a timely way is important. Some patients have conditions, such as cancer, that require further urgent medical attention. As a result, specialists need up-to-date information and cannot wait for a transcription of the previous visit.

Now that you know more about medical transcription, let's look at some of the qualities that make a good medical transcriptionist.

Qualities of a Successful Medical Transcriptionist

Medical transcription appeals to you, which is why you're working toward your new career as a medical transcriptionist. Let's examine some of the qualities that will make you a successful medical transcriptionist. Your Medical Transcription & Editing Course helps you improve these skills as well!

- ☑ Effective communication
- ☑ Good listener
- ☑ Attention to detail
- ☑ Excellent spelling and grammar
- ☑ Able to meet deadlines
- ☑ Efficient keyboarding

Are you getting excited about your new career? Let's wrap up this lesson and start building your medical transcription knowledge!

Step 7 Lesson Summary

- ☐ You've taken the first step on the road to success—you've learned the benefits, career demand and potential earnings of your new career. Additionally, you've set both short- and long-term goals for your immediate success! You've discovered the range of medical situations you may experience in your new career.

You can do this! Your course is accredited, award-winning, self-paced and contains easy, step-by-step lessons. Keep in mind that the course is all open-book, including all quizzes! You will learn in a non-pressured environment. You have experienced instructors, supportive career counselors and an entire educational team behind you—to guide and encourage you as you learn—whom you can call or e-mail anytime with questions or just as important...for an encouraging word.

In the next lesson, we'll dive right into learning about word parts. Word parts are just that—parts of words that will help you put together and take apart larger words. You'll be surprised to discover how easy it is to begin building the foundation of your medical transcription skills.

Okay...it's time to get started. You are on your way to a career, working at home as a successful Medical Transcriptionist! Congratulations again on your decision to better your future! Now, go ahead and move on to your next lesson.

Endnotes

- ¹ U.S. Department of Labor, Bureau of Labor Statistics. Career Guide to Industries, 2010-11 Edition. <http://www.bls.gov/oco/cg/cgs035.htm>
- ² Source <http://www.medical-transcription1.com>



Where will your new career lead you?

CONGRATULATIONS!

You've completed Lesson 1.



Continue with Lesson 2.