



## 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](http://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

**New York (State).**



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*Medical Transcription (Speedy Study Guide)* Speedy Publishing, 2014-12-07 Medical transcription is a quickly growing career field College or training for this job is relatively short At the end of training a test is required of the individual in order to determine if they grasped the skills properly A medical transcription guide can be a useful tool for these tests A medical transcription guide will help students review the material they learned The guide will show a brief overview of skills ranging from listening to recordings to recording them **The National Guide to Educational Credit for Training Programs**

American Council on Education, 2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies **Medical Transcription (Speedy Study Guide)** Speedy Publishing LLC, 2014-12-06 Medical transcription is a quickly growing career field College or training for this job is relatively short At the end of training a test is required of the individual in order to determine if they grasped the skills properly A medical transcription guide can be a useful tool for these tests A medical transcription guide will help students review the material they learned The guide will show a brief overview of skills ranging from listening to recordings to recording them Resources in Education ,1983 *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

**Research in Education** ,1972 **Annual Book of ASTM Standards** American Society for Testing and Materials, 2007

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 *Annual Book of ASTM Standards* ASTM International,American Society for Testing and Materials,2003 **Abstracts of Instructional Materials in Vocational and Technical Education** ,1972 *Resources in Education* ,1993 **Medical Keyboarding, Typing, and Transcribing** Marcy Otis Diehl,Marilyn Takahashi Fordney,1997 This worktext has been completely updated to reflect the medical transcription field of today Every aspect of transcription is addressed with emphasis on proper English grammar as it applies to medicine formatting and editing skills use of supplemental materials legal issues career opportunities and equipment All examples and review tests use actual medical dictation illustrating the content and format of medical transcripts A reference section consists of perforated pages that may be incorporated into the reader s personal transcription notebook Companion software has also been added to provide additional hands on practice and experience

*Vocational and Technical Resources for Community College Libraries* Mary Ann Laun,1995 **Medical Transcription** Linda Campbell,Diane Heath,Sally Pitman,1999-09 Teaching users how to transcribe actual medical dictation so that they can develop the selective hearing skills and experience necessary to gain competency as a medical transcriptionist this guide offers a unique combination of authentic physician dictation by body systems coordinated readings and exercises by medical specialty and supplementary information vital to every medical transcriptionist Supports text with six hours of authentic physical dictation not synthetic studio recording all dictations are carefully selected for subject matter professionally edited to delete confidential identifying information and then sequenced in a way to promote comprehension and encourage learning Groups tapes by medical specialty i e dermatology urology gastroenterology cardiology pulmonary medicine endocrinology orthopedics obstetrics and gynecology otorhinolaryngology and radiology with each dictation report offering the best example of its type for vocabulary density technical content and other instructional criteria each report includes chart notes letters initial office valuations consultations history and physical examinations discharge summaries operative reports emergency department reports procedure notes and diagnostic studies from each medical specialty For anyone in the medical profession who wants to learn basic medical transcription including medical assistants and legal transcription court reporters *Peterson's ... 4 Year Colleges* ,2000 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1976 *New York Court of Appeals. Records and Briefs.* New York (State)., *Business Teacher* ,1959

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