



Medical Transcription: Techniques and Procedures, 7e

By Marcy O. Diehl BVE CMA-A CMT AHDI-F

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- **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.

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Editorial Review

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