Fundamentals

ASSIGNMENT 1: UNDERSTANDING THE SOFTWARE AND FOOT PEDAL

Read pages ix–xi in your textbook, *Medical Transcription Fundamentals and Practice.* **Then read Assignment 1 in this study guide. Most of the information found in this assignment isn't in your textbook.**

In addition to your textbook and study guide, this course also comes equipped with a CD of dictations and a foot pedal for controlling the speed of the dictations while you're transcribing. The first step to beginning your transcription will be to locate the Start Stop software. The download for this, which is titled "Medical Transcription Start Stop Software Please Read," is located on your My Courses page under the heading "Medical Transcription 1." Click on the link, and then follow the instructions. You'll need to download the Start Stop software first, and then install the CD found in the back of your book.
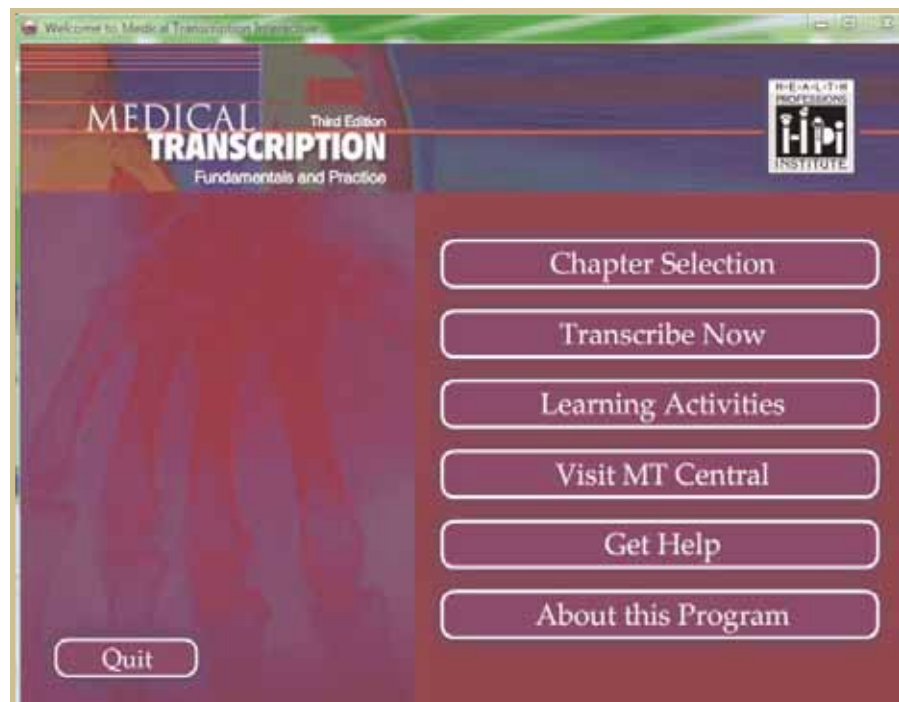
Using the CD

To gain access to the dictations, remove the CD from the back of your book and insert it into your CD drive. The CD will open to the course screen (Figure 1).

If your CD doesn't immediately start to this screen, then use the following steps to open the CD:

1. Insert the CD into your computer's CD drive.

2. Right-click the start button in the lower left-hand corner of your screen.

3. Select **Open.**

4. Scroll down to your CD drive on the menu (generally the D, E, or F drive).

FIGURE 1—Course Screen

5. Double-click the CD drive (You should see the course file name by the drive MTI3).

6. Click on the **MTI3.exe** file.

As you can see, the CD screen has different options, including the following:

■ **Chapter Selection:** An online version of your textbook

■ **Transcribe Now:** Your dictations for transcribing

■ **Learning Activities:** Optional activities to help you practice your transcription skills

■ **Visit MT Central:** A button to open the book publisher's site

■ **Get Help:** A button to search help topics

■ **About This Program:** Publishing and synopsis information

As you've probably guessed, you'll use the Transcribe Now menu option most. Follow your textbook and study guide for directions about when to use your CD for each chapter.

You may also notice other files on your CD. If you open the CD from your Start menu again, you'll see a Templates folder. *Templates* are formats to make transcribing easier. If you already work in a medical office, they may have templates for specific reports to ensure that you use the appropriate layout and format. On your CD, you have the ability to use templates for

- Consulting reports

- Discharge summaries

- History and physical (H&P)

- Notes

- Operative reports

Once you understand how to load and open the software, you should take some time to familiarize yourself with the layout and functions of the Transcribe Now portion. To do this, open the software to the main menu, and click **Transcribe Now.** You'll notice that Chapter 4 is automatically highlighted. This is the first chapter that has transcription exercises. Click **1. Chart Note (1:00)** to highlight it (Figure 2), and then click **Transcribe Selected Report.** An additional screen, where you'll transcribe reports, opens (Figure 3).
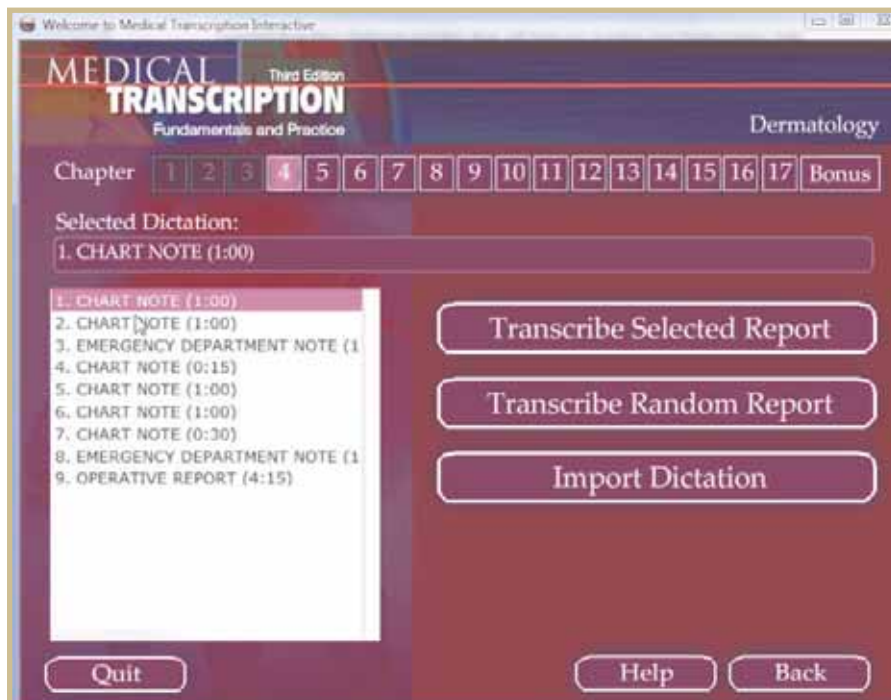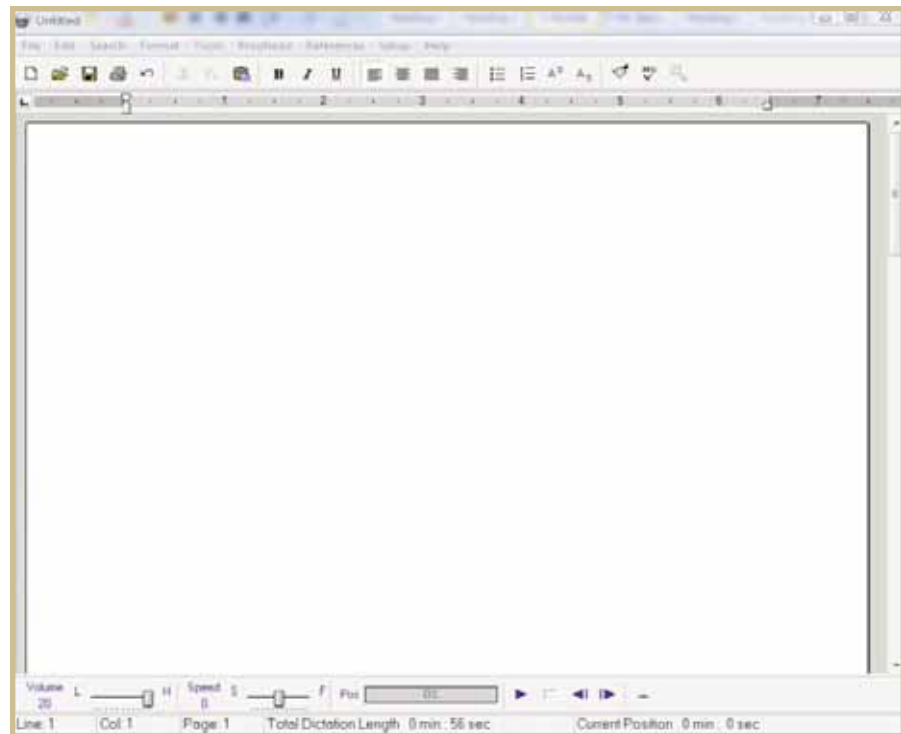

FIGURE 2—Click 1. **Chart Note (1:00)** *to highlight it.*

FIGURE 3—You'll transcribe reports on the additional screen that opens.

Transcribing Reports

Beginning in Assignment 5, you'll transcribe the reports for each chapter. If you're confused about the layout or format of a report, refer to the sample reports in your textbook. Always read the textbook and study guide prior to transcribing reports.

You'll turn in a portion of the transcribed reports as part of your examinations, but you won't submit all transcribed reports for grading. You must still transcribe each report, however, to gain practice.

When you're transcribing, it's helpful to follow this order:

1. Type each report by thinking about what you're typing. Thinking about the information and context is a learned habit that will get easier with practice.

2. Transcribe without editing.

3. Proofread the report after you're finished and correct any errors.

4. Flag material, if needed.

When you're ready to transcribe the provided dictations, you'll open the transcription and dictation window. For now, open the window and follow along in this portion of the study guide to give you an understanding and hands-on practice of using this part of the software.

You should review the pull-down menu options from this screen. Many of the functions from the pull-down menus are also listed on the menu bar across the top of the page.

File

If you're familiar with word processing programs, then you'll feel comfortable working with the File menu option (Figure 4). Clicking on **File** once pulls down a menu of different options. From here, you can start a new file, save, e-mail, and print.
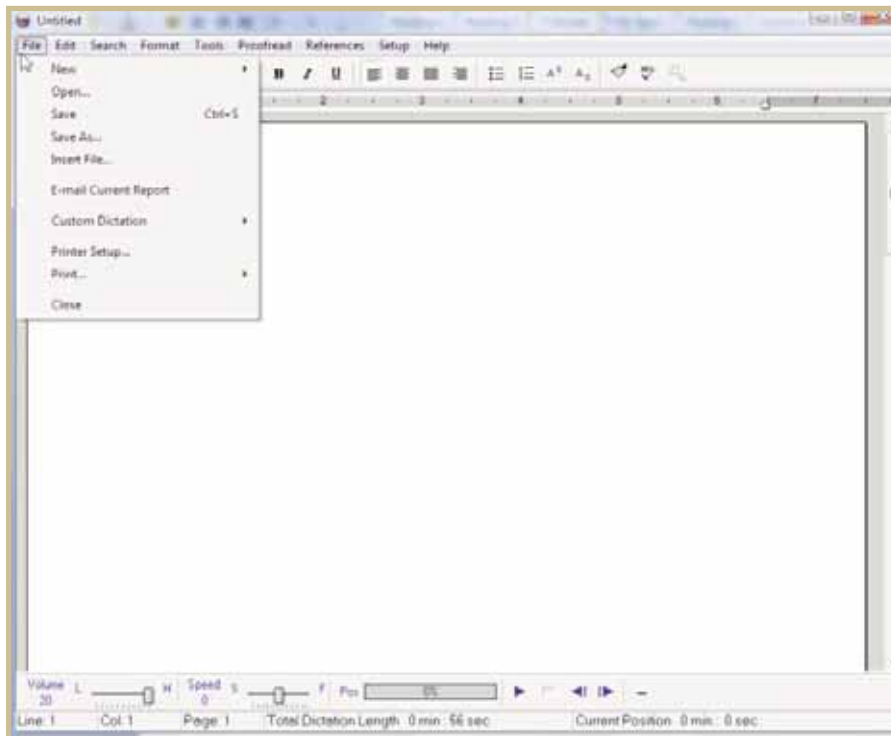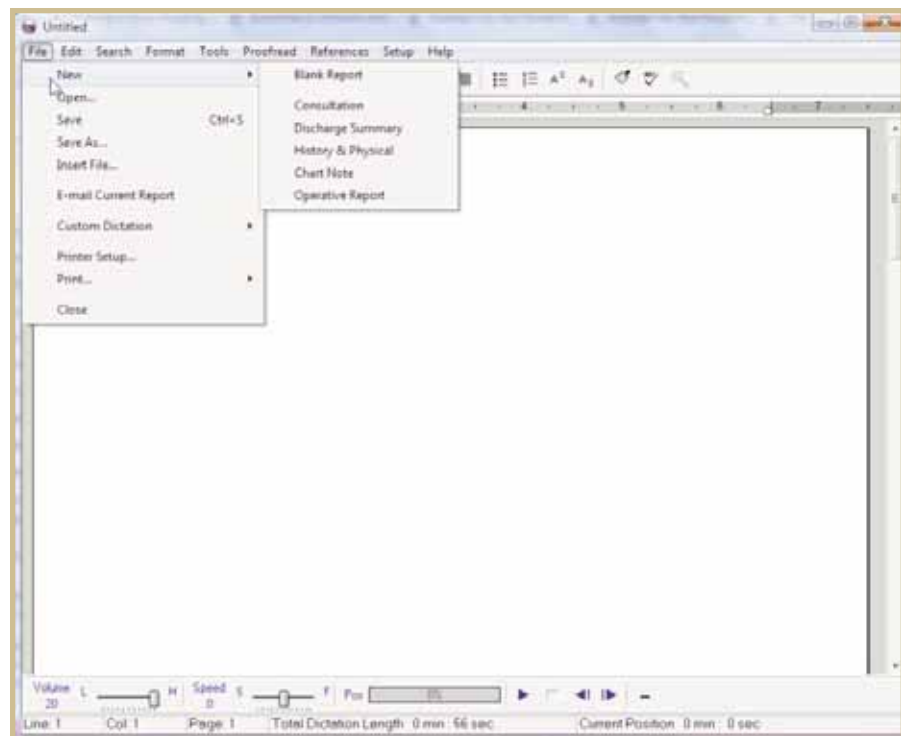

FIGURE 4—File Menu Option

The File menu is where you'll open templates to use for different reports. To use a template, click on **File > New** and choose the type of report from the list (Figure 5).

FIGURE 5—Templates

This will automatically insert the headings for the chosen report. Using templates is a good way to remember the layout of each report. If you don't want to use a template, click **Blank Report.**

After you've transcribed your report, click on **File > Save As** to save the report. You should always name your transcribed reports in this way: Chapter#_Report name and number_Your full name. For example, if your name is Jane Doe and you're transcribing the first chart note in Chapter 4, you should save the transcribed report as Chapter4_ChartNote1_JaneDoe. You should make a new folder to save your transcriptions for this course all in one place.

Edit

Again, if you're familiar with word processing, the Edit function (Figure 6) won't be new to you. From here, you can copy and paste text into different sections, delete text, select blocks of texts, and use the spell checker.
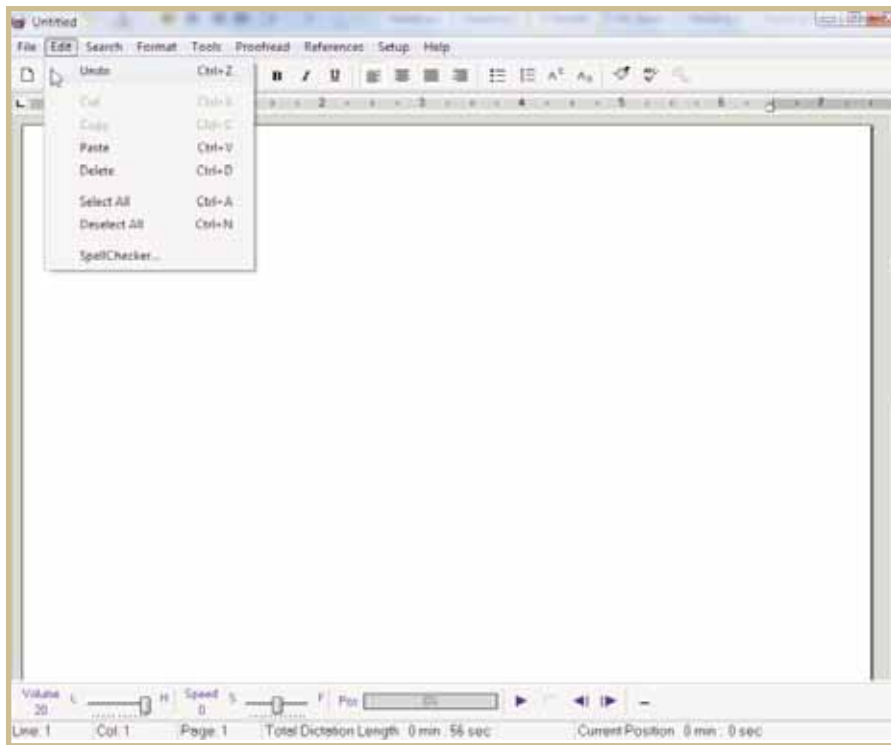
FIGURE 6—Edit Function

Search

The *Search function* (Figure 7) allows you to find or replace a specific word or phrase. This is particularly helpful if you're transcribing a lengthy document and realize that you've mis-spelled or incorrectly typed the same word or phrase several times throughout the document.

Format

The *Format function* (Figure 8) allows you to set up page lay-out and how you want paragraphs formatted, tabs setup, or specific bullet points and fonts.

Setup for these items will depend on certain reports and where you're working. For this course, you can leave them as the default settings.
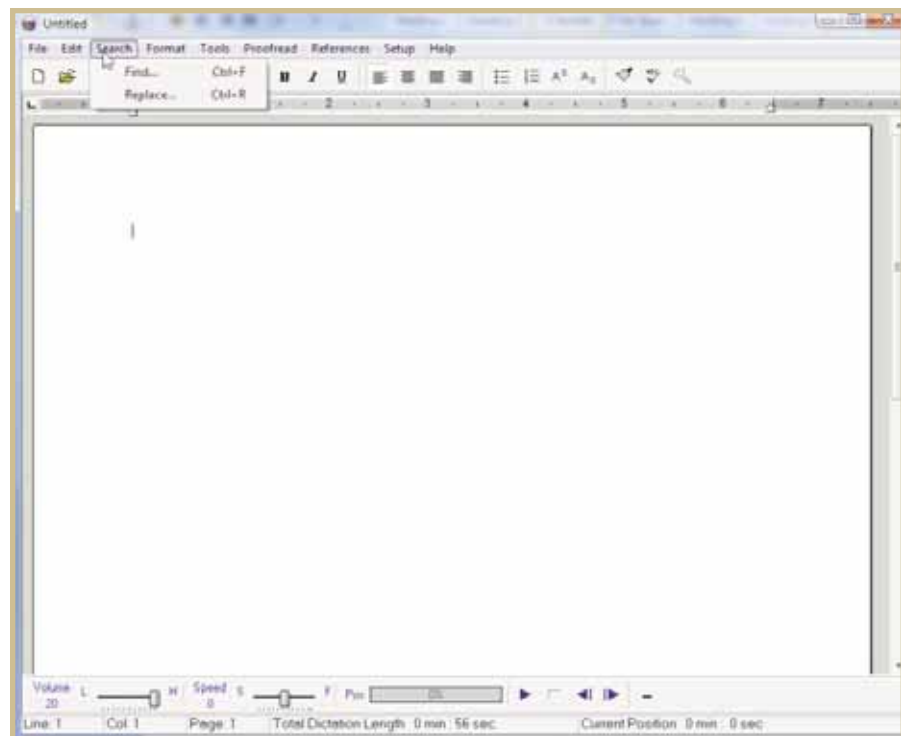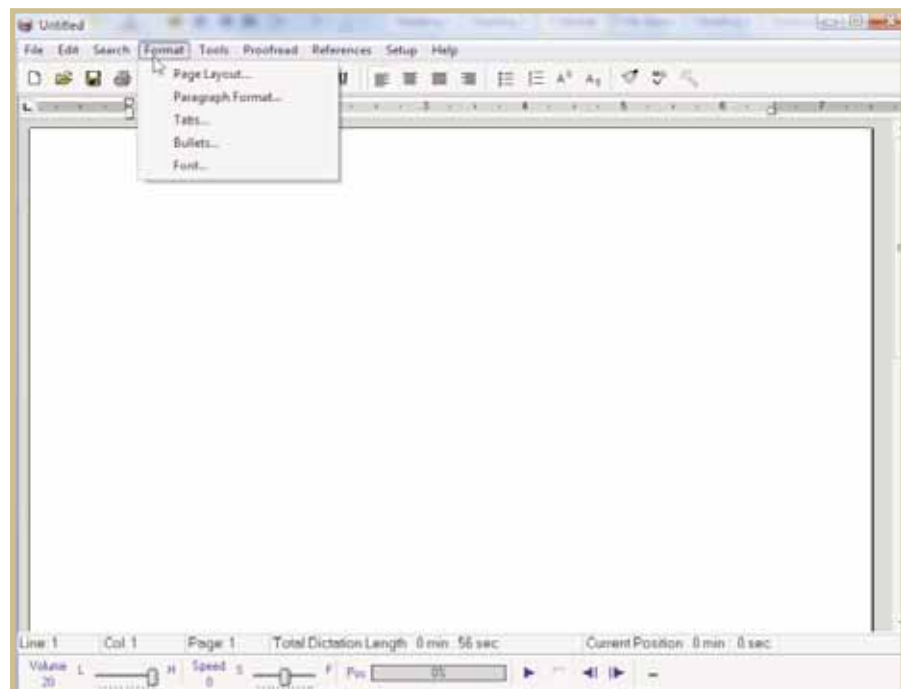
FIGURE 7—Search Function

FIGURE 8—Format Function

Tools

The *Tools function* (Figure 9) makes it possible to start, stop, or reset the timer that times your typing speed. This is important because many organizations use typing speed with accuracy as key factors when hiring transcriptionists.

It's a good practice to take the "Typing Test" located under this tab. It's not a graded test, but it will give you a feel for where you're with your current typing speed. As you progress through the course, it should be a goal to improve your typing speed.
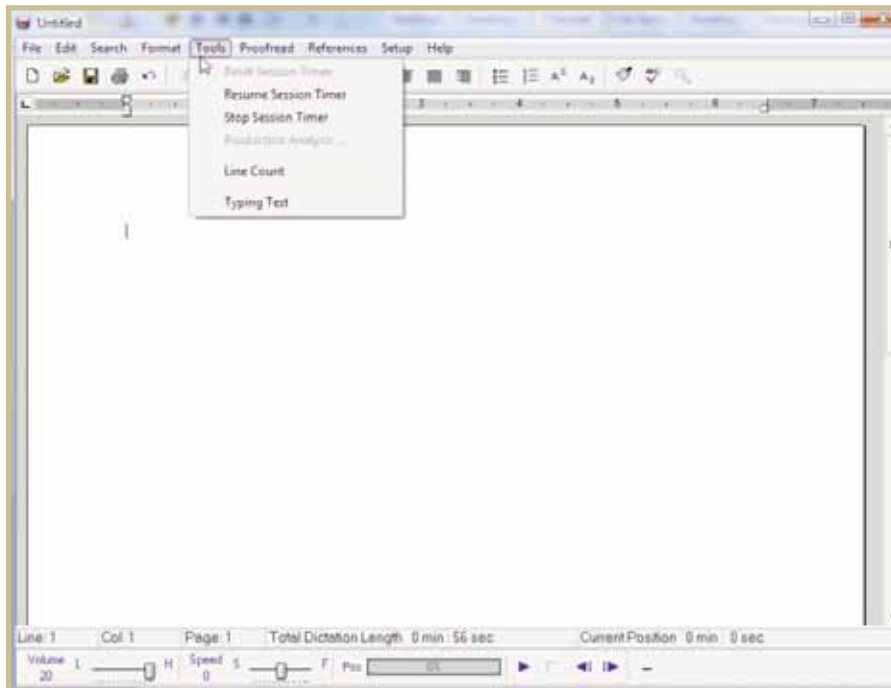
FIGURE 9—Tools Function

Proofread

The *Proofread function* (Figure 10) is used for proofreading your transcribed reports after completion. With this function, you can review, highlight, and tally errors. This will help you understand weaker areas that need more practice.

FIGURE 10—Proofread Function
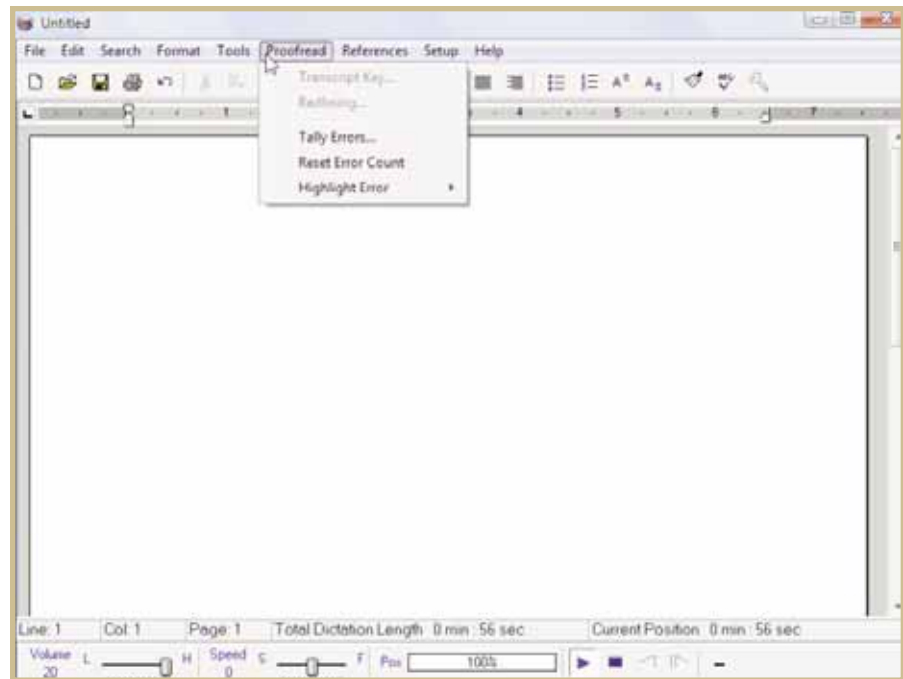
References

The *References menu* (Figure 11) provides access to materials like the style guide and a quick-reference word list from your CD. If you can't access these, insert the CD into your computer's CD drive.

FIGURE 11—References Menu

You can also add your own word reference list. This is particularly helpful if you're working with a specialty that has unique procedures or supplies that aren't often found in other practices.

Setup

The *Setup function* (Figure 12) is the first thing you should access when opening this window. It allows you to show or hide the transcriber, toolbar, ruler, and status bar. When you mouse over each option, it will show you another window with the word, "Show." When ther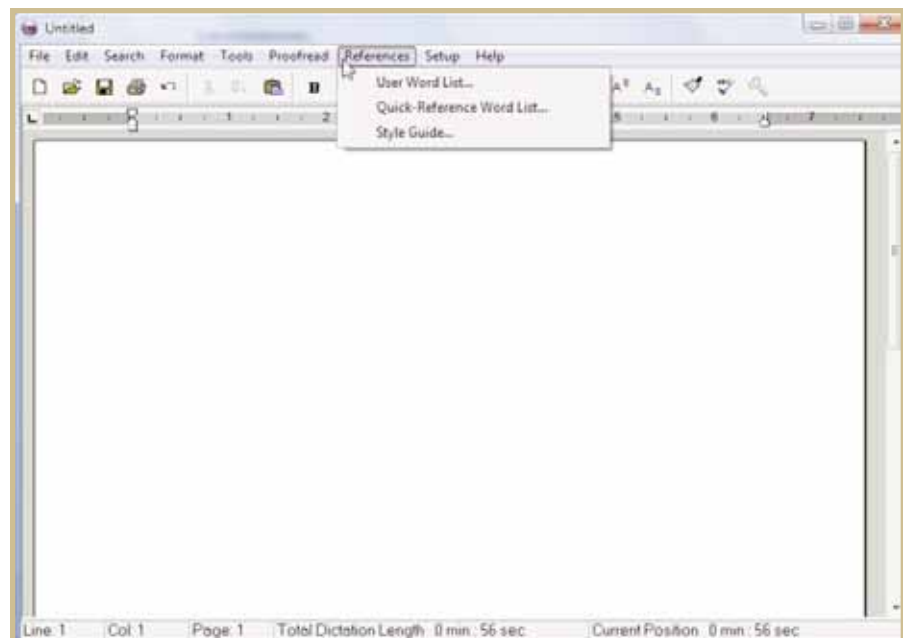e's a checkmark by "Show" the specific function is visible on the window. For example, when you "show" the transcriber, you notice that the transcriber menu appears along the bottom of the screen.
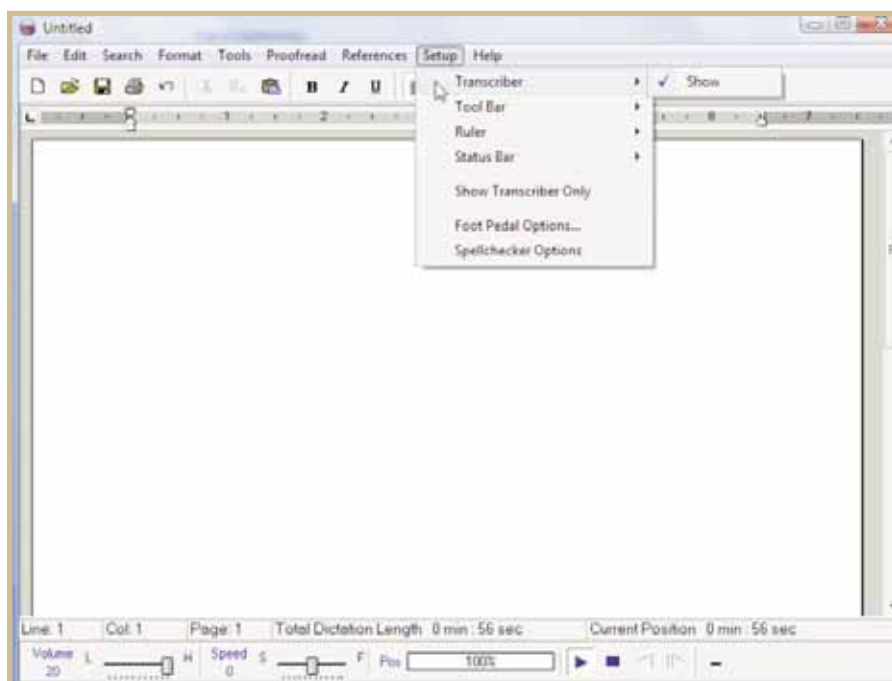
FIGURE 12—Setup Function

From here, you can start and stop the dictation, see how long the dictation is, and see your Current Position (Figure 13)—exactly where you are in the dictation and transcription (what line, column, and page you're on). This feature is helpful when flagging a portion of the transcription. You can include the information in the flag note to your instructor.

FIGURE 13—Current Position
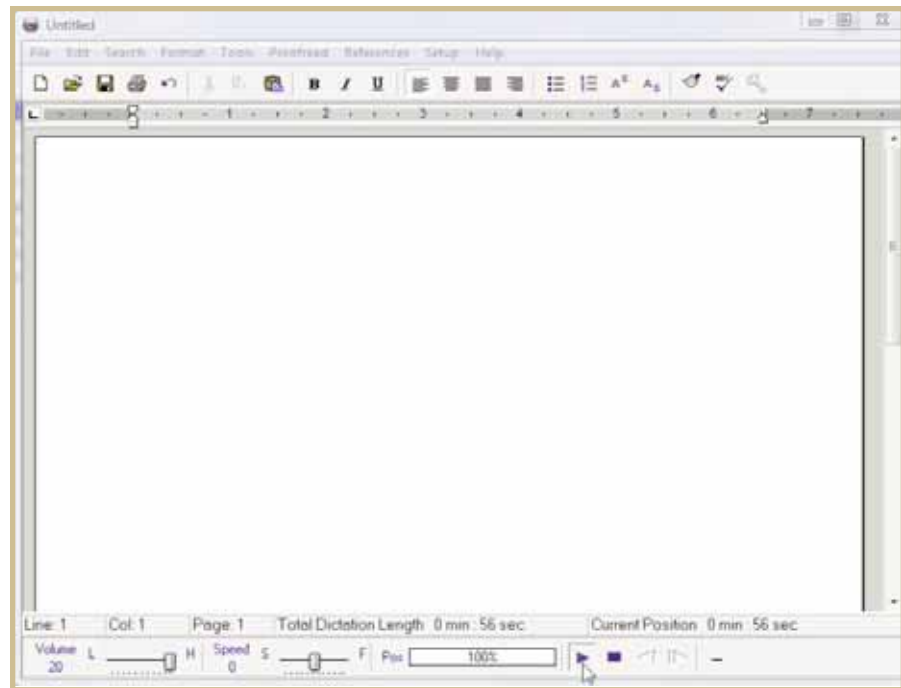
For example, if you can't decipher a word at the 54-second mark in the dictation, be sure to include that information on the flag.

A "-" sign appears at the bottom right-hand corner of the transcriber. If you click on this, the transcription word processing area will disappear. To make it reappear, simply place your mouse arrow in the very bottom right-hand corner until you see a message "Show Full Screen" and click your mouse there.

Help

The *Help menu* option (Figure 14) allows you to look through help topics by either content or index. To search on a specific term or phrase, click the **Help > Help Contents > Index tab** and type in the word.
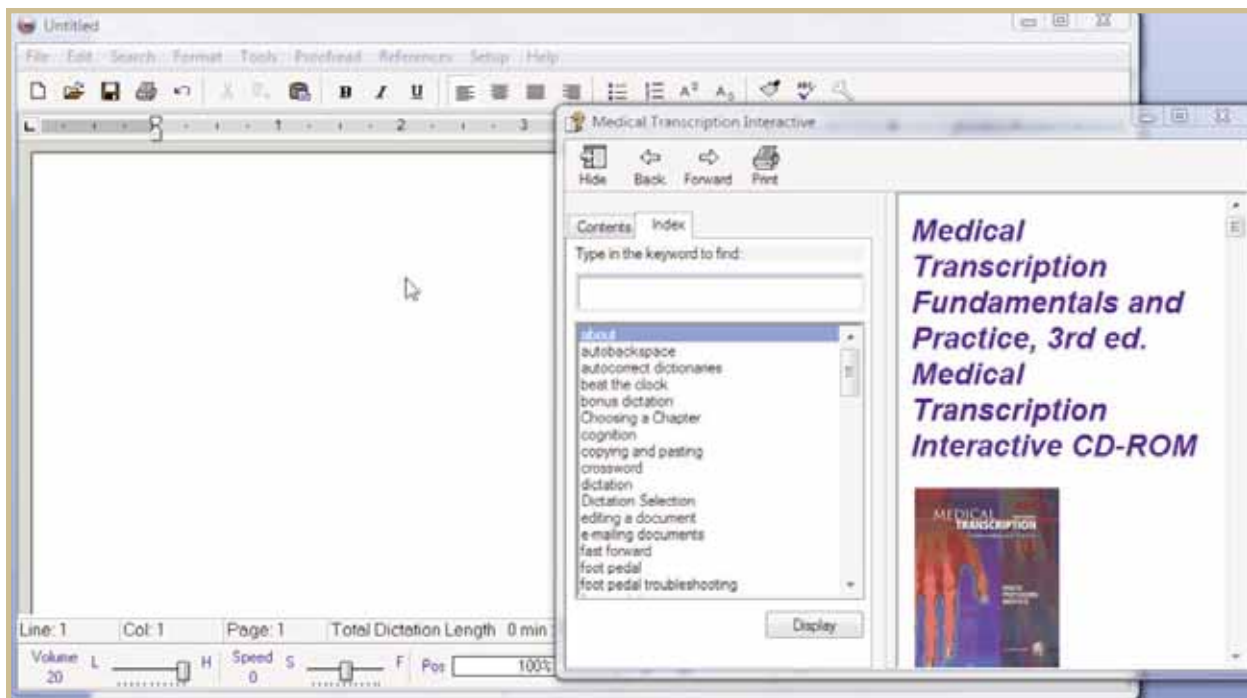
FIGURE 14—Help Menu Option

ASSIGNMENT 2: MEDICAL FUNDAMENTALS

Read pages 3–45 in your textbook, *Medical Transcription Fundamentals and Practice.* **Then read Assignment 2 in this study guide.**

The medical transcription profession has undergone many changes throughout the years. In the beginning, physicians documented patient care themselves on media like parchment papers. As the medical field progressed, medical record formats became more standardized. First, *medical stenographers* began assisting by taking shorthand while physicians spoke. Long-hand documentation later became easier with the aid of abbreviations.

As technology progressed, so did the field of medical transcription. Medical transcriptionists first used typewriters to record physician notes and later graduated to computer systems and software. Today, many transcriptionists work from home, accessing a system through the Internet to transcribe or edit medical documents.

Health Care Record

As you're probably aware, the patient's health care, or medical, record plays in an important role in the career of a medical transcriptionist. *Health care records* record individual patient information and treatment to communicate, evaluate, and assist in patient care.

As your textbook mentions, there are many different components to a patient's health care record. A record is made up of physician orders, laboratory and test information, nursing notes, operative reports, and many other reports and entries that work together to give an overall picture of the patient's care. Review the description of each type of document found in a health care record on pages 6–11 of your textbook.

Technology in Transcription

As mentioned, transcription technology has greatly altered the way a transcriptionist performs daily work. In many ways, the advancements in transcription technology have made the transcriptionist's job easier and more efficient. Gone are the days of cassette tape dictations. They've mostly been replaced by digital or online dictation and transcription systems, which allow the transcriptionist to access the dictations via the same computer system in which he or she will perform the transcription.

However, even with the most advanced technology, it's still important for transcriptionists to understand the basics. Without a full understanding of grammar, styles, and transcription rules, a transcriptionist will fail to provide quality transcribed reports.

Read "Transcription Tips" on page 30 and "Proofreading Skills" on pages 31–32. Review the "Sample Reports" on pages 35–43 to help you understand the layout of various reports and the "Transcription Practice" on page 44.

It's normal to feel overwhelmed by the amount of rules, guidelines and tips when you're first learning to transcribe. Don't worry! As you practice, transcription rules and guidelines will come easier. Also, you always have the ability to use references and resources if you're unclear about something in a dictation.

Editing and Proofreading

As discussed, editing and proofreading are important functions of a transcriptionist's job. Editing the dictation of a physician or health care worker may seem difficult at first, but will become easier that more practice that you get. *Editing* includes things like

- Correcting obvious grammar, punctuation, and medical errors

- Correcting verb tense

- Adding words for better flow

- Flagging the information for clarification from the dictating professional

- Reviewing for medical and other inconsistencies

Remember, if your edit may change the meaning of the sentence or report different information, you must flag the information and receive a clarification from the physician or health care professional. *Proofreading* means looking for errors after the report is transcribed. Proofreading includes recognizing

- Omitted words that may change the report

- Incorrect words (such as homophones)

- Misspelled words

- Punctuation errors

- Grammatical errors

After you've read the material, complete the "Skills Challenge" on pages 32–34. Then complete *Self-Check 1*. When you're ready, move on to Assignment 3.

Self-Check 1

At the end of each section of *Medical Transcription 1,* you'll be asked to pause and check your understanding of what you've just read by completing a "Self-Check" exercise. Answering these questions will help you review what you've studied so far. Please complete *Self-Check 1* now.

Indicate whether each statement is True or False.

_____ 1. New transcriptionists should slow down dictation speeds to ensure they don't miss any words.

_____ 2. New transcriptionists should rely on built-in system spellchecking software to catch their errors.

_____ 3. Choosing the wrong prefix or suffix on a medical term can drastically change the description of medical care for a patient.

_____ 4. If you're transcribing a patient's signs and symptoms, you may be working on a H&P report.

_____ 5. Medical dictionaries and style guides are an important part of a transcriptionist's reference materials.

Check your answers with those on page 103.

ASSIGNMENT 3: PERSPECTIVE ON MEDICAL TRANSCRIPTION

Read pages 47–76 in your textbook, *Medical Transcription Fundamentals and Practice.* Then read Assignment 3 in this study guide.

Dictation and transcription are two distinctly different things. *Dictation* is the process a physician or health care worker uses to relay the information, while *transcription* is the actual process a transcription professional uses to copying and document that information. This means that, as a transcriptionist, you may hear or see things differently than how a physician or health care professional meant them. It's your job not only to type the information, but also to perform quality control so the exact meaning from the physician or health care worker is translated onto the transcribed document. For example, your book cites *homophones* (words that sound the same but are spelled differently) as an area that may cause many errors. It's your job to ensure that terms like *mucus* or *mucous* are reported correctly. In some cases, you'll ask for clarification from the physician or health care worker. However, you should *never* second-guess what physicians or health care workers mean in their dictation. When in doubt, you should always query the person dictating.

Types of Reports

Depending on the type of facility or specialty, you'll transcribe different types of reports, such as the following:

- H&P

- SOAP note

- Chart note

- Radiology report

- Operative report

- Pathology report

- Consultation

- Discharge summary

- Death summary

- Autopsy report

Familiarize yourself with these medical reports. Please refer to the detailed explanation of these reports in Chapter 1 of your textbook, starting on page 7.

Issues in the Transcription Field

Transcriptionists deal with many issues in this field:

- Ethics

- Patient confidentiality

- Working with foreign accents

- Increasing typing speed

- Environmental issues

Many of the issues discussed in this chapter will resolve themselves as you gain experience. For example, increasing your transcribing speed and understanding different accents will become easier with more practice. However, you always need to be aware of the ethics of working in the medical field and dealing with patient confidentiality. Also, environmental issues, particularly ensuring you have the right chair and wrist support to avoid injuries, are extremely important.

After you've read the material, complete the "Skills Challenge" on pages 74–75. Sample reports, which will guide you when you're typing your transcription reports, begin on page 35. Then complete *Self-Check 2*. When you're ready, move on to Assignment 4.

Self-Check 2

_____ 1. Taking a short break every 50 minutes may help transcriptionists avoid carpal tunnel syndrome.

_____ 2. The ultimate goal for a transcriptionist should be to become credentialed.

_____ 3. Courses, such as *Medical Terminology 1,* help increase your transcription speed.

_____ 4. Professional medical transcriptionists should be able to provide quality work without ongoing supervision.

_____ 5. A transcriptionist will also act in the role of editor by reviewing punctuation, layout, and grammar.

Check your answers with those on page 103.

ASSIGNMENT 4: STYLE GUIDE

Read pages 77–114 in your textbook, *Medical Transcription Fundamentals and Practice.* Then read Assignment 4 in this study guide.

Chapter 3 is probably one of the most important chapters in this entire course. The style guide provides information that allows all transcriptionists to provide common reports no matter where they work. Chapter 3 of your textbook discusses English grammar and punctuation basics. It's important for you to read and understand these guidelines, as they'll help you determine your weaknesses. Many times students struggle in areas related to punctuation, such as when and how to use a comma, hyphen, or colon. This chapter should be reviewed in detail before beginning your transcription assignments in Chapter 4. Most times, students will lose points in the areas of punctuation, grammar, and spelling.

Proofreading and editing is discussed again in this chapter. Remember that you'll proofread and edit your work, not change the dictator's style.

Read "How to Transcribe Medical Dictation" on page 44. Remember that you're coordinating three of your four senses—sight, hearing, and touch. As a novice transcriptionist, you'll want to focus on accuracy, vocabulary, and punctuation rather than on speed. As you begin to transcribe in Chapter 4, please refer back to Error Analysis on page 44 of your textbook. This will help guide you as you proofread your transcription reports.

Although some medical facilities and offices will have styles specific to their practice, some general guidelines are consistent across facilities, no matter where you work.

Style Guide Basics

Style guides provide basic, not comprehensive, guidelines for how to handle certain items and situations when transcribing. Style guide basics cover things like common

- Abbreviations

- Acronyms

- Subject-verb agreement

- Punctuation

- Capitalization

- Slang words

- Eponyms

Even though there are style guide basics, medical facilities and offices may have guidelines that vary slightly from accepted practices. Be sure to ask the facility for their guidelines, common abbreviations, or accepted practices for reporting. If your office or facility doesn't have one, you may want to assist them in—at the very least—making a list of accepted abbreviations to avoid confusion and errors.

Flagging

Flagging is a way of identifying missing information in a report. This process is used in the field when you're unclear on a word, phrase, sentence, or product the physician or health care worker has dictated. You'll also flag material when you're submitting transcribed reports for grading.

At times, you won't be able to figure out a word or phrase in your transcribed reports. In those cases, you'll flag the report by using the underscore key to insert a line. Be sure the underscore is long enough to include the information later.

Flag the report in the appropriate spot with a note. You can either type a note and affix it with a clip to the report or handwrite a flag on a sticky note and affix it to the page. Although using a sticky note will suffice, it's more professional to type a note. When flagging a report, you should include

- Patient's name

- Date of dictation

- Patient number

- Page number, paragraph, heading, or dictation time point where error occurred

- A few words before or after the problem

- Your name and date

Flagging a report, both for this class and as a professional in the field, should be a last resort. Listen to dictations carefully and use resources such as style guides and medical dictionaries before flagging a report.

Flagging reports involves indicating issues or questions that need clarification from the physician or health care worker dictating the report. Flagging should be done when you

- Can't determine what the dictating physician is saying

- Feel that a word is missing

- Need clarification for any reason

When transcribing your assignments in this course, you'll perform the same flagging function as if you were in the field by leaving the spot blank where the word or phrase should be and noting it with a flag.

If you can't understand what you hear, never guess at what you think the speaker might mean. This rule applies equally to words that aren't pronounced clearly in dictation and to inconsistencies that you lack the knowledge or expertise to resolve. When something doesn't make sense to you, ask for help from your supervisor, another transcriptionist, or the dictator, if you have easy access. If you still can't solve the problem, leave a blank long enough for the material to be instated later, and flag the material with an appropriate note.

Here's an example: Darling, Wendy, dictated 10/24, #05-12-83. See blanks under Diagnosis (page 1, line 1) fractured "left arm" and under Treatment (page 2, line 1) cast on "right arm." Contradiction? Pat, 10/27/—. This brief but detailed flag saves time for the physician, who can clarify the left-or-right problem with a quick look at the patient's file. It's recommended that you use only three flags within a report. These guidelines are also followed in professionalf settings.

Tips before Flagging

In many cases, you'll be able to figure out information that you initially flagged just by going back and rereading the report or listening to the dictation again. Try these tips before submitting your assignment with a flag:

■ Slow down (or sometimes speed up) the dictation.

■ Play the sound directly from your computer speaker instead of through the headset.

■ Complete the report and return to the flagged portions later.

As a last resort before flagging, try contacting your instructor for guidance on the issues. However, your instructor won't provide assistance on reports that are to be submitted for grading.

After you've read the material, complete the "Skills Challenge" on pages 111–114. Then complete *Self-Check 3*. When you're ready, move on to Assignment 5.

Self-Check 3

Indicate whether each statement is True or False.

_____ 1. Most physicians dictate periods to denote the end of the sentence.

_____ 2. For the term *gravida,* transcribe the abbreviation as *g.*

_____ 3. When numbers are dictated with age or time, use the numeral (for example, 3) instead of spelling it out (for example, three).

_____ 4. Some physicians say "new line" when they really mean "new paragraph."

_____ 5. Footnotes aren't generally used in medical transcription.

Check your answers with those on page 103.

ASSIGNMENT 5: DERMATOLOGY

Read pages 117–137 in your textbook, *Medical Transcription Fundamentals and Practice*. Then read Assignment 5 in this study guide. For the rest of the course, you'll concentrate on a specific body system in each assignment. After you finish your reading, transcribe the assigned dictated reports for Chapter 4.

As your textbook discusses, the skin is the largest organ in the body. It's made up of two layers: the *epidermis,* or outer layer, and the *dermis,* or true skin. Review the terminology that goes with the skin on pages 118–119 of your textbook.

Diseases

There are many common diseases of the skin:

- Eczema

- Dermatitis

- Ringworm

- Herpes simplex

- Acne

- Basal and squamous cell carcinoma

- Burns

Read pages 120–126, which will help you understand skin diseases, causes, history, tests, and treatments. Knowing these will make transcribing these reports easier.

Treatments and Procedures

If you're confused about why you need to review treatments and procedures for specific conditions, remember that reviewing treatments and procedures helps you to understand the full picture of a specific disease or illness. Additionally, in some cases, a physician or health care worker will forget to fully document a patient's condition. The presence of a treatment or procedure dictation will help alert you to the fact of missing dictation and documentation, and you can ask the physician if updates or addendums need to be made.

Treatments and procedures for skin diseases vary. There may be diagnostic procedures, like a patch, to help determine more about the skin disease. There may also be surgical procedures like a skin graft to help with severe burns. Review pages 126–128 in your textbook to understand different treatments and testing.

Dermatology Transcription Tips

Here are some transcription tips:

- Degrees of burns are transcribed as 1st, 2nd, 3rd, and 4th unless the burn depth starts the sentence. Then, spell out the degree (for example, Second degree).

- *Decubiti* doesn't exist as a plural form of decubitus ulcers. If dictated, it should be transcribed as "decubitus ulcers."

- Decubitus ulcers are reported in stages written in roman numerals I through IV. The word *stage* isn't capitalized unless it appears at the beginning of the sentence.

After you've read the material, transcribe the assigned dictated reports. Then complete the "Skills Challenge" on pages 130–133. Next, complete *Self-Check 4*. When you're ready, move on to Assignment 6. Review the sample reports related to dermatology on pages 134–136.

Instructions for Transcription Labs

Transcription Instructions

The transcription practice labs will allow you to become familiar with medical terminology and applying what you learned in anatomy and physiology to the body of your reports.

When transcribing, even though the dictator is dictating a first name, use the pronouns *he, she, him,* or *her.* For transcriptions with an indication of a female patient, you'll use the name Jennifer Summers. For transcriptions with an indication of a male patient, you'll use the name Jeffery Thomas. For transcriptions with a male dictator, you'll use the name James Wood, MD. For transcriptions with a female dictator, you'll use the name Sonya Pitt, MD. The facility you'll transcribing for is the Penn Foster Medical Center.

Writing Guidelines

Proofread your work carefully. Check for correct spelling, grammar, punctuation, and capitalization. Format your transcription using 1.25- to 1.5-inch margins and size 12 Times New Roman font. Type all headings in all capital letters. Figure 15 shows an example of how you'll format your margins and enter your name and student number within your reports.

1.25"–1.5"

Student Name_____Sammy Student_____

Student Number___1234567_____

PENN FOSTER MEDICAL CENTER
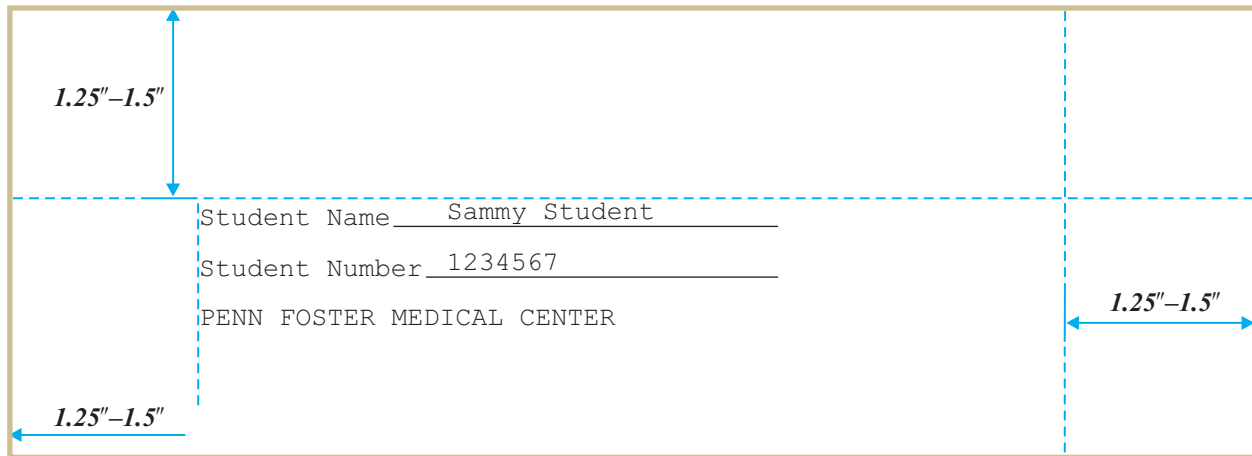
1.25"–1.5"

1.25"–1.5"

FIGURE 15—Format for Transcriptions

At the top of your transcription, include the following headings:

- Your name

- Your student number

- Penn Foster Medical Center

If a transcription takes more than one page, put the following information at the top of each page, starting at page 2:

- Patient name

- Current date

- Page number

The signature line should be four lines from the last sentence, and the line should be two and a half inches long or 25 to 30 underscore spaces. For example, it should look like this:

_____

James Wood, MD

Add two lines, and transcribe the dictator's initials and your initials (YI): JW:YI. Add two more lines, and transcribe the dictated date and the transcribed date. Use the current month, day, and year for both, as follows.

04/24/20—
04/24/20—

Note: The answer keys for your transcription labs will not be formatted in this way.

Transcription Lab

Transcribe the following reports for Chapter 4 from the dictation CD:

- ■ 2. Chart Note (1:00)

- ■ 3. Emergency Department Note (1:15)

- ■ 4. Chart Note (0:15)

- ■ 6. Chart Note (1:00)

- ■ 7. Chart Note (0:30)

Check your transcription lab reports using those provided in the Transcription Answer Key Supplement found on your My Courses page.

Note: Don't send the transcription lab exercises to the school. These labs are for practice only. You'll need to send only the transcriptions you complete for the lesson examinations to the school.

Self-Check 4

Indicate whether each statement is True or False.

_____ 1. If a physician dictates *subcu,* transcribe it as *subcutaneous.*

_____ 2. If a patient says he has athlete's foot, the physician will probably dictate *tinea pedis* as the condition.

_____ 3. The correcting medical spelling for "itching" is pruritis.

_____ 4. The terms *callused* and *calloused* may be used interchangeably when transcribing.

_____ 5. If a physician dictates that she prescribed Zetar, she may be treating psoriasis.

Check your answers with those on page 103.

ASSIGNMENT 6: OTORHINOLARYNGOLOGY

Oto/rhin/o/laryng/o/logy

Oto—word root meaning "ear"

Rhino—word root meaning "nose"

O—combining vowel (for ease of pronunciation)

Laryng—word root meaning "throat"

Logy—word root meaning "disease of"

Read pages 139–157 in your textbook, *Medical Transcription Fundamentals and Practice*. Then read Assignment 6 in this study guide. After you finish your reading, transcribe the assigned dictated reports for Chapter 5.

Otorhinolaryngology is just a really long way of saying diseases of the ear, nose, and throat. If you break the word down into medical terminology word parts, it seems much less intimidating and may make it easier to pronounce.

Physicians in this field are *otorhinolaryngologists,* or *ear-nose-throat (ENT) doctors.* Carefully review the terminology for this chapter on pages 141–142 of your textbook.

Diseases

Otorhinolaryngology diseases are very common. You or someone you know may have suffered from a few diseases within this category. They include

- Earaches

- Hay fever

- Colds

- Nosebleeds

- Sore throats

- Hearing loss

Treatments and Procedures

As you can imagine, treatments and procedures for otorhinolaryngology vary greatly because it covers ears, nose, and throat diseases. Some ENT treatments and procedures include

- Biopsies

- Otoscopy

- Rhinoplasty

- Tonsillectomy

Otorhinolaryngology Transcription Tips

Rhinitis is a commonly misspelled medical term.

After you've read the material, transcribe the assigned dictated reports. Then complete the "Skills Challenge" on pages 151–153. Next, complete *Self-Check 5*. When you're ready, move on to Assignment 7.

Transcription Lab

Transcribe the following reports for Chapter 5 from the dictation CD:

- 1. Chart Note (1:45)
- 2. Chart Note (0:45)
- 3. Chart Note (2:00)
- 6. Emergency Department Note (1:30)
- 7. Emergency Department Note (1:30)
- 8. Chart Note (1:00)
- 9. Operative Report (1:00)

Self-Check 5

Indicate whether each statement is True or False.

_____ 1. ENT transcriptionists may easily confuse the word *contact* with the medication *Contac.*

_____ 2. *Alveoli* is the plural form of *alveolar.*

_____ 3. Both *tympano* and *myringo* mean eardrum.

_____ 4. If a physician dictates "excessive cerumen" the patient probably has a buildup of earwax.

_____ 5. If the physician prescribes an expectorant, you know the patient's cough is productive.

Check your answers with those on page 104.

ASSIGNMENT 7: OPHTHALMOLOGY

Read pages 159–181 in your textbook, *Medical Transcription Fundamentals and Practice.* **Then read Assignment 7 in this study guide. After you finish your reading, transcribe the assigned dictated reports for Chapter 6.**

As your textbook describes, *ophthalmology* deals with diagnosing and treating eye diseases. For a relatively small anatomical part, the eye is a complex system. Review the terminology on pages 161–162 of your textbook for a full understanding of the terms discusses in this chapter.

Diseases

Many eye diseases are relatively well-known or common. Many of us suffer from eye impairments like farsightedness and nearsightedness that require corrective lenses to see. Other eye diseases include

- Conjunctivitis

- Pinkeye

- Sty

- Glaucoma

- Cataract

Treatments and Procedures

Treatments and procedures for eye disease vary greatly. Some are simple eye examinations, while others are more invasive surgeries. Examples of eye treatments and procedures include

- Vision testing

- LASIK

- PRK

- Tonometry

Ophthalmology Transcription Tips

Ophthalmology is a commonly misspelled medical term.

Some basic abbreviations used when transcribing eye issues are

- *Oculus dexter (OD)*—right eye

- *Oculus sinister (OS)*—left eye

- *Oculus uterque (OU)*—each eye

- *Millimeters of mercury (mmHg)*—unit of measurement used to describe intraocular pressure

After you've read the material, transcribe the assigned dictated reports. Then complete the "Skills Challenge" on pages 176–177. Next, complete *Self-Check 6*. Review the sample reports on pages 178–180 of your textbook to gain a better understanding of transcribed ophthalmology reports. When you're ready, take the Lesson 1 Examination.

Transcription Lab

Transcribe all reports for Chapter 6 from the dictation CD:

- 1. Chart Note (0:45)

- 2. Chart Note (3:00)

- 4. Chart Note (0:30)

- 7. Operative Report (4:45)

Self-Check 6

Indicate whether each statement is True or False.

_____ 1. When a physician dictates the sclera of both eyes, transcribe it in the plural form as *sclerae.*

_____ 2. If a physician dictates *myopia,* you know the patient has nearsightedness.

_____ 3. If a physician prescribes Tobrex for a patient, the patient may have a viral eye infection.

_____ 4. If a physician dictates, "OD redness and swelling," he is referring to the right eye.

_____ 5. A physician may prescribe cromolyn for allergic conjunctivitis.

Check your answers with those on page 104.

Proficiency is the key to medical transcription. Students are required to make the necessary corrections on the following corrected practice transcriptions and submit the corrected practice transcriptions and checklist along with their exam. If the required practice transcriptions aren't received with the exam, it will be returned ungraded.

Practice for Exam 039807	Chapter/Transcription	Yes	No	Student Name
Chart Note	4.2			
Emergency Department Note	4.3			Student Number
Chart Note	4.4			
Chart Note	4.6			
Chart Note	4.7			
Chart Note	5.1			
Chart Note	5.3			
Emergency Department Note	5.6			
Operative Report	5.9			
Operative Report	6.7			