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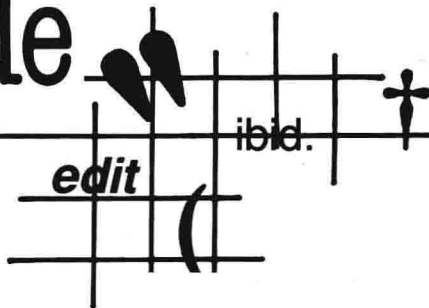
DIEHL

# Medical Transcription Guide

Do's  
and  
Don'ts

# Medical Transcription Guide

## Do's and Don'ts



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# PREFACE

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Welcome to *Medical Transcription Guide: Do's and Don'ts*. This book is intended for anyone who writes, types, or transcribes in the medical or scientific fields. Technology is moving at such a rapid pace that many changes have occurred in grammar and typing. Basic rules, as well as current trends and formats, are presented throughout the book. Why pick up this book rather than a standard English reference? Because in this book most of the examples provided with the rules have been chosen from medical writing, and many of these will be familiar to you from your everyday work. How many times have you had a disagreement with someone you work with on a point of grammar or punctuation in medical phrases that do not appear in English nonmedical writing? You will discover how quick and easy it is to locate the section to solve your problem. Examples of do's and don'ts allow you to see at a glance how to correct your difficulty. Rationales for specific rules are provided so you can manipulate the principles of style with knowledge and understanding.

Before you begin to use this reference, take a few minutes to glance through and see how it is organized. A detailed table of contents is provided at the beginning of the book, and each individual chapter begins with an outline for that chapter. Reference will be made to other chapters and rules when pertinent to the rule you are investigating. The book is made up of many small chapters set up in alphabetical order and titled with the key word or words that will guide you to the specific area of your research. If you cannot locate a specific topic, the surest approach is to use the index. Another feature that will grow in appeal as you familiarize yourself with the contents is the

organization by rule numbers. The current rule, its exceptions, and its variations are provided along with examples and, when necessary, the common contradictions of that rule, or the *Don'ts*.

Very little narrative or explanatory material accompanies the rules, since it is assumed that the user of this book already has a working knowledge of medical typing and is either searching for help with an obscure rule or looking for reinforcement of a common practice. Some chapters will begin with an introduction to set the tone for that chapter or give you an overview of the material. It is important to read the introduction when it is provided.

Many authorities do not always agree on matters of style or grammar, so standard current practices that are generally accepted are shown as preferences, with exceptions and/or options appearing as notes following the rules. For instance, there is a trend to eliminate periods from all abbreviations. In actual fact, few writers, transcriptionists, typists, editorial boards, and journal editors act on this "modern" trend. As with all exceptions or options, you have the latitude to choose what you or your employer, the author of the material, wishes.

This book is the result of encouragement, as well as suggestions, from many medical typists who used *Medical Typing and Transcribing Techniques and Procedures* and wished for a quick reference to use on the job. We are grateful for their contributions and encourage users of this book to offer suggestions for making this handbook a more effective reference. Instructors, take note: the textbook *Medical Typing and Transcribing Techniques and Procedures* further explains and discusses many of the rules contained in this guide and provides many practical lessons for reinforcement. The third edition is available from the W.B. Saunders Company. Please write to us at the publisher's address: W.B. Saunders Company, Independence Square West, Philadelphia, PA 19106 with your comments and any constructive criticism so future editions may meet your needs.

MARILYN T. FORDNEY, CMA-AC, CMT

MARCY O. DIEHL, CMA-A, CMT

To our students, whose thirst  
for knowledge motivated us and  
in gratitude for their inspiration.

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# A

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Many people have assisted in the production of this book, including our husbands, family, friends, students, former students, medical transcriptionists, and other instructors. We are especially grateful for their encouragement and help.

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# C

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