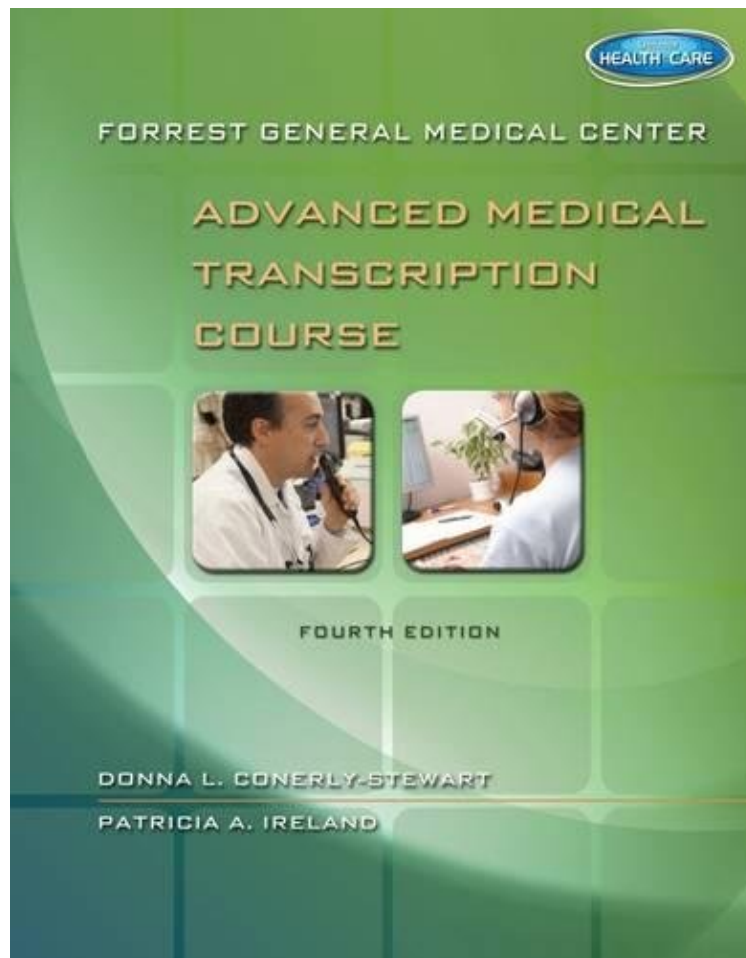


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FORREST GENERAL MEDICAL CENTER ADVANCED MEDICAL TRANSCRIPTION, FOURTH EDITION is a highly practical guide providing advanced training in medical transcription and terminology. Ideal for use as a classroom resource or a self-paced learning aid, the text includes a complete course of lessons to help you acquire or

sharpen transcription skills and prepare for success as a healthcare documentation specialist in hospitals, medical practices, laboratories, or legal and business environments. The new fourth edition features numerous chapters dedicated to individual medical specialties, providing an overview of each specialty; relevant abbreviations, terminology, and pronunciations; anatomical illustrations; transcription tips; and useful websites. Complementing the chapter material are special features to enhance learning and hone practical skills, including activities devoted to critical thinking and professional ethics, as well as audio transcription exercises offering practice with live dictation. Forrest General Medical Center Advanced Medical Transcription has been thoroughly updated to reflect important developments in the field, including electronic filing, HIPAA standards, new rules and regulations, evolving best practices, current forms and examples, and other trends and issues relevant for today's medical transcription professionals.

About the Author Donna Stewart, Ed.D., holds the title of Professor Emeritus from The University of Southern Mississippi. Her career spanned 32 years teaching Business Technology Education, during which time she also served for 5 years as an administrator. Part of her teaching responsibilities included designing and teaching beginning and advanced medical transcription courses to court reporting majors. As part of a professional internship program offered by the university, she worked part time in three medical offices; as a result, she later contracted with a large hospital in Hattiesburg, MS, to train medical transcriptionists. Dr. Stewart is a member of the Association for Healthcare Documentation Integrity (AHDI). She serves with the Accrediting Council for Independent Colleges and Schools as team chair for institutional visits. She resides in Hattiesburg, MS, where she enjoys spending time with her two grandchildren. Patricia A. Ireland, CMT, AHDI-F, has been active in the field of medical transcription since 1968, both as a multispecialty practitioner and as an instructor. A certified medical transcriptionist since 1981, Ms. Ireland lives in San Antonio, Texas, where she works as a freelance medical/technical author and editor. She has been a medical transcription instructor since the 1970s, has taught online medical transcription programs since 2000, and has co-authored four medical transcription textbooks for Cengage Learning. Ms. Ireland encourages questions and comments about this text and can be reached at pat.ireland68@yahoo.com. Ms. Ireland is an active member of the Association for Healthcare Documentation Integrity (AHDI), as well as the Capital Chapter of AHDI in Austin, Texas.