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this practical text provides an understanding of how medical documents work and how to create them accurately emphasizing medical and english grammar it explains fundamental concepts on every aspect of medical transcription including the various formats used in transcribing letters chart notes emergency room notes history and physical exams and operative and specialty reports this fifth edition provides a wealth of exercises that reinforce the material in the text as well as a complete review of grammar punctuation capitalization symbol use reference research plural forms the various equipment used in medical transcription and the legal aspects of medical records content on grammar skills demonstrates the correct use of punctuation capitalization numbers abbreviations and symbols word endings formation of plural forms and more with numerous practice exercises to provide the fundamental knowledge necessary to work in the field authentic medical transcription documents illustrate how to set up special formats for

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