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in each chapter so students know where to focus their attention as they read and study Practical activities and exercises in a variety of formats appear at the end of each chapter helping students understand and apply material as well as develop critical thinking skills Procedure boxes in applicable chapters offer step by step instructions on how to perform specific administrative tasks A complete list of procedures is featured in the front of the text Checkpoints throughout the text offer short critical thinking review questions of previously learned material Answers to the questions appear in the back of the book in an appendix Competency checklists in an appendix spell out the individual steps required to complete a full range of administrative procedures so the instructor or student can evaluate performance Boxes entitled You are the Medical Administrative Assistant feature critical thinking questions associated with a case scenario *Medical Office Transcription: An Introduction to Medical Transcription Text-Workbook* Karonne Becklin, Edith Sunnarborg, 2002-01-31 Students use this 12 chapter text workbook and accompanying dictation program to learn to transcribe, proof and edit a variety of medical documents including chart notes, history and physical reports, consultations, office procedures, notes, x-ray reports and more. New chapter includes review and case studies. Prerequisites include familiarity with basic English keyboarding and transcription skills and knowledge of basic medical terminology.

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