



Basic Keyboarding for the Medical Office Assistant

Edna Jean Moss

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This is a basic keyboarding book for medical assistants, medical secretaries and transcriptionists that include medical terminology case histories, technical information, and medical timed writings that is needed for any medical facility and all personnel. New material includes in depth exercises for punctuation, grammar, and additional medical reports. The medical documents illustrate how to develop reports for the medical facility that includes consultation reports, pathology reports, history and physical reports, operative reports, and also how to format each document. Basic Keyboarding for the Medical Office Assistant includes a free CD-ROM that contains medical dictation that users can practice transcribing. The answers to the exercises are all within Unit 12 of the text, which allows for users to check their work.

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