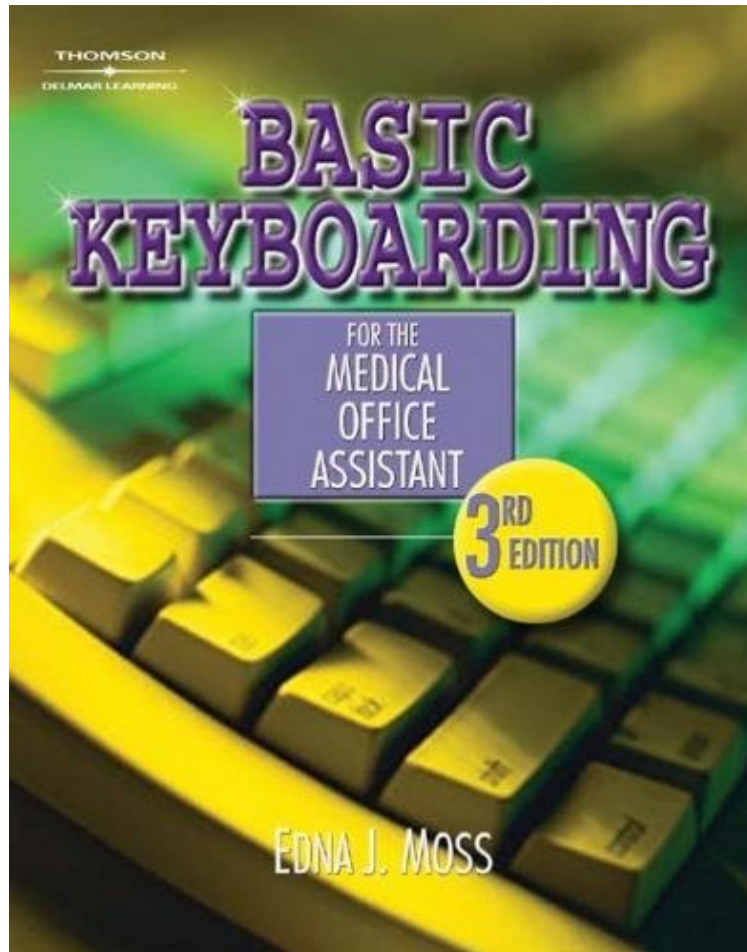


## Basic Keyboarding for the Medical Office Assistant, Spiral bound Version

*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.

Unit 1: Beginning Keyboarding. Unit 2: Alphabetic Concentration Sentences and the Tab Keys. Unit 3: Skill Building Paragraphs-Timed Writings. Unit 4: Double Letters, Speed Builders, and Timed Writing. Unit 5: All-Purpose Drills and Timed Writings. Unit 6: Numbers and Top Row Keys. Unit 7: Mechanics I. Unit 8: Mechanics II. Unit 9: Mechanics III-Capitalization. Unit 10: Formats I. Unit 11: Formats II. Unit 12: Medical Reports. Unit 13: Marketing Your Skills. Appendix. About the Author Edna Jean Moss, BA, Instructor at Grossmont Health Occupations Center in Santee, California. Southwestern Community College, Chula Vista, California, (instructor). She is a member of American Association of Medical Assistants, American Association for Medical Transcription, American Health Information Management Association and California Association for Medical Instructors.