# INSTRUCTOR. MANUAL

HILLCREST MEDICAL CENTER
BEGINNING MEDICAL
TRANSCRIPTION



TTH EDITION

CARDLYN K. STEIN

# **Hillcrest Medical Transcription Instructor Manual**

**Michael Hoelscher** 

#### **Hillcrest Medical Transcription Instructor Manual:**

Instructor's Manual to Accompany Hillcrest Medical Center Patricia A. Ireland, Mary Ann Novak, Hillcrest Medical Center (Miami, Fla.), 2004-07-01 Includes suggestions for teaching the course evaluation procedures and production standards It also includes the transcripts for 10 outpatient case studies and 25 outpatient medical reports and correspondence 10 written quizzes with answer keys that correlate with case studies 3 written quizzes with their answer keys that correlate to the prefixes combining forms and suffixes a written review of grammar punctuation style and rules plus the solutions and answer keys to the proofreading exercises and crossword puzzles It also includes an instructor s resource CD ROM that contains the Microsoft Word files to every report in the Instructor s manual plus instructions on how to use the compare feature

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