Date: January 15, 2013

RE: Susan Wilson

PAST MEDICAL HISTORY)

Medical
Surgery
Allergies   ASPRIN
Medications

SOCIAL HISTORY)

FAMILY HISTORY)

PHYSICAL EXAMINATION

Vital Signs:

General:

HEENT:

Dermatologic)

Lungs:

Cardiac:

Abdomen:

[Medical Transcription Guide To Microsoft Word](#)

Laura Bryan

Medical Transcription Guide To Microsoft Word:

Medical Transcriptionist's Guide to Microsoft Word Laura Bryan,2005-02 Designed to accompany the Make It Your Own guide The Medical Transcriptionist s Guide to Microsoft Word r Third Edition Workbook has updated exercises and review questions to enhance and maximize students use of Microsoft Word r Students and new and veteran transcriptionists will learn from the easy to follow instructions on creating and customizing medical documents and more Answers to the review questions are included This workbook teaches time saving techniques such as creating and using macros customizing Word r using templates and alternative ways of counting characters Saving time and keystrokes enables transcriptionists to transcribe more reports and ultimately produce more income **The Medical Transcriptionist's Guide to Microsoft Word** Laura Bryan,2005-02 *Microsoft Word for Healthcare Documentation* Laura Bryan,2010-03-24 Microsoft Word for Healthcare Documentation A Guide for Transcriptionists Editors and Health Information Professionals Fourth Edition has been updated to include Word 2003 and 2007 and the fundamental features of Windows XP and Windows Vista along with more time saving shortcuts to help transcriptionists editors and health information specialists maximize their use of Microsoft Word and increase productivity and profit This is among the only books written specifically for medical transcriptionists and other health information professionals by a medical transcriptionist Geared to both students and professionals the text includes a full suite of ancillaries including a quiz bank document formatting exercises sample templates videos and macros The popular workbook that was formerly sold separately is now integrated into the text *The Medical Transcriptionist's Guide to Microsoft Word* Laura Bryan,2007 Technology for the Medical Transcriptionist Laura Bryan,2009 This text is the first resource to satisfy the Association for Healthcare Documentation Integrity model curriculum requirement for technology This book will function as the core textbook for training programs and as a manual for professional transcriptionists in need of additional technology and electronic efficiency information The book covers concepts that are foundational to all versions of Windows and then provides detailed information on Windows XP and Vista XP specific and Vista specific pages are clearly marked for the reader s convenience To maintain the book s currency and relevancy significant changes in technology will be published on a companion Website This Website will also include links to recommended resources and third party sites Marginal icons throughout the text direct readers to online information

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