

Assignments for SUM Program Beginning Medical Transcription, 2nd edition

COURSE AND TEXTBOOKS <i>(For each textbook, read the chapters indicated and complete related exercises)</i>	Anatomy & Physiology <i>Memmler's The Structure & Function of the Human Body (SFHB)</i>	Medical Terminology <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i>	Medical Science <i>H&P: A Nonphysician's Guide to the Medical History & Physical Examination (H&P).</i>	Human Diseases or Disease Processes <i>Human Diseases (HD).</i>	Pharmacology <i>Understanding Pharmacology (UP).</i>	Laboratory Medicine I <i>Laboratory Tests & Diagnostic Procedures in Medicine (LTDP)</i>	Professional Issues & Review <i>The Medical Transcription Workbook (MTWB).</i> BMT2 Practice
SECTION 1 Introduction, Dermatology/Plastics	SFHB Unit 1, Body as a Whole, Ch. 1, Organization of the Human Body; Ch. 4, Tissues, Glands, etc., Ch. 5, Integumentary System.	LOM Ch. 1, Basic Word Structure; Ch. 2, Terms Pertaining to the Body as a Whole; Ch. 16, Skin. TML Part 1, Ch. 1, Structure of Medical Language; Ch. 2, Body in Health & Disease; Ch. 7, Dermatology, Integumentary System	H&P Introduction and Ch. 1; Ch. 14, Review of Systems: Skin; Ch. 17, Examination of the Skin.	HD Ch. 1, Nature of Disease and Diagnostic Process; Ch. 7, Diseases of the Skin.	UP Chs. 1-3 (Intro., History, Legislation); Ch. 8, Drug Terminology; Ch. 11, Dermatologic Drugs; Ch. 29, Antifungal Drugs.	LTDP Ch. 1, General Introduction, and Ch. 2, Anthropometry, etc.	MTWB Read & complete Worksheets Sec 1, The MT Professional through Confidentiality, and Sec 2, Abbreviations through Apostrophe. Complete Integumentary System Worksheets in Sections 3-4 & 7-8. BMT2 Practice Transcribe Dermatology-Plastics reports.

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SECTION 2 Gastrointestinal	SFHB Ch. 17, Digestion	LOM Ch. 3, Suffixes; Ch. 5, Digestive System. TML Ch. 3, Gastroenterology (A&P, Vocab Review; Signs, Symptoms, Diseases)	H&P Ch. 2, Chief Complaint & HPI, Ch. 3, Family History, Ch. 4, Social History, Ch. 5, Habits; Ch. 10, ROS: GI; Ch. 25, Examination of Abdomen & Groin (GI only).	HD Ch. 11, Diseases of the Digestive System.	UP Ch. 13, Gastrointestinal Drugs; Ch. 22, Anti-diabetic Drugs.	LTDP Ch. 4, Measurement of Temperature, Rates, Pressures and Volumes	MTWB Read & complete Worksheets Sec 1, Dictated Medical Reports, & Sec. 2 Articles through Commas. Stop at Contractions. Complete GI System Worksheets in Sections 3-4 & 7-8. BMT2 Practice Transcribe GI reports #1-11.
SECTION 3 Gastrointestinal		LOM Ch. 4, Prefixes; Ch. 6, Additional Suffixes and Digestive System. TML Ch. 3, Gastroenterology (Diagnostics, Procedures, Drugs, Abbrevs).	H&P Ch. 6, Past Medical History: General; Ch. 15, General Remarks on the Physical Exam; Ch. 16, General Appearance.	HD Ch. 6, Trauma & Poisoning.	UP Ch. 4, Drug Design; Ch. 5, Drug Forms and Routes of Administration; and Ch. 9, Systems of Measurement.	LTDP Ch. 8, Examination of Digestive Tract and Genitourinary System.	MTWB Read & complete Worksheets Sec 1, Transcription Practices: Dictation & Transcription through Risk Management (Stop @ Proofreading) & Sec. 2, Contractions through Hyphens. BMT2 Practice Transcribe GI reports #12-20.

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SECTION 4 Cardiopulmonary	SFHB Ch. 13, The Heart; Unit V, Energy Supply & Use; Ch. 16, Respiration.	LOM Ch. 12, Respiratory System. TML Ch. 4, Pulmonary/Respiratory	H&P Ch. 9, ROS: Respiratory; Ch. 22, Exam of Thorax, Breasts and Axilla; Ch. 24, Exam of Lungs.	HD Ch. 10, Diseases of the Respiratory System.	UP Ch. 16, Emergency Drugs; Ch. 17, Anticoagulant and Thrombolytic Drugs; Ch. 18, Pulmonary Drugs.	LTDP Ch. 11, Contrast Radiography.	MTWB. Read & complete Worksheets Sec 1, Transcription Practices: Proofreading & Editing through Compensation. Complete Respiratory System Worksheets in Sections 3-4 & 7-8. BMT2 Practice Transcribe CP reports #1-14.
SECTION 5 Cardiopulmonary	SFHB Ch. 12, Blood; Ch. 14, Blood Vessels & Circulation.	LOM Ch. 11, Cardiovascular System; Ch. 13, Blood System. TML Ch. 5, Cardiovascular System.	H&P Ch. 8, ROS: Cardiovascular; Ch. 23, Examination of Heart.	HD Ch. 8, Diseases of the Cardiovascular System; Ch. 16, Disorders of Blood Cells, etc.	UP Ch. 15, Cardiovascular Drugs; Ch. 32, Intravenous Fluids and Blood Products.	LTDP Ch. 6, Electrocardiography.	MTWB Sec. 2 Numbers through Question Marks. Complete Cardiovascular System Worksheets in Sections 3-4 & 7-8. BMT2 Practice Transcribe CP reports #15-25.

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SECTION 6 ENT/Ophthalmology	SFHB Ch. 10, The Sensory System.	LOM Ch. 17, Sense Organs: The Eye and the Ear. TML Ch. 15, Ophthalmology; Ch. 16, Otolaryngology, ENT	H&P Ch. 7, ROS: HEENT; Ch. 18, Exam of Head, Face, and Neck.	HD Ch. 9, Diseases of the Ear, Nose and Throat; Ch. 18, Diseases of the Eye.	UP Ch. 19, ENT Drugs; Ch. 20, Ophthalmic Drugs.	LTDP Ch. 3, Vision and Hearing.	MTWB Complete Otorhinolaryngology worksheets in Sections 3-4 & 7-8. Complete Ophthalmology worksheets in Sections 3-4 & 7-8. Both these include A&P of Ears, Nose, & Throat and Eyes in Section 3. BMT2 Practice Transcribe HEENT reports.
SECTION 7 Pediatrics	SFHB Ch. 11, Endocrine System, Glands and Hormones; Ch. 18, Metabolism, Nutrition and Body Temperature.	LOM Ch. 18, Endocrine System. TML Ch. 14, Endocrine System	H&P Ch. 29, Pediatric H&P.	HD Ch. 2, Genetic Disorders; Ch. 15, Disorders of Metabolism, Nutrition and Endocrine Function.	UP Ch. 21, Endocrine Drugs; Ch. 27, Anti-Infective Drugs.	LTDP Section III, Endoscopy. Ch. 7, Visual Examination of the Eyes, Ears, Nose, and Respiratory Tract.	MTWB Read & complete worksheets in Sec. 1, Electronic Resources, Health in the Workplace, & Professionalism at Its Best, and Sec. 2. BMT2 Practice Transcribe Pediatrics reports.

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SECTION 8 Genitourinary/ Male Reproductive	SFHB Ch. 19, The Urinary System and Body Fluids; Ch. 20, Male Reproductive System.	LOM Ch. 7, Urinary System; Ch. 9, Male Reproductive System. TML Ch. 11, Urology; Ch 12, Male Reproductive	H&P Ch. 11, ROS: GU; Ch. 25, Exam of Genitalia (GU and Male Repro only)	HD Ch. 12, The Excretory System, Male Reproductive and STDs.	UP Ch. 6, Steps in Drug Cycle; Ch. 12, Urinary Tract Drugs.	LTDP Ch. 24, Urine, Stool, and Other Fluids and Materials	MTWB Complete worksheets on Urinary system and Male Reproductive System in Sections 3-4 & 7-8. BMT2 Practice Transcribe GU reports.
SECTION 9 Obstetrics/ Gynecology Female Reproductive	SFHB Ch. 20, Female Reproductive System; Ch. 21, Development and Heredity.	LOM Ch. 8, Female Reproductive System. TML Ch. 13, Gynecology and Obstetrics; Female Reproductive	H&P Ch. 25, Exam of Genitalia (Female Repro only)	HD Ch. 13, Diseases of the Female Reproductive System; Ch. 14, Pregnancy and Childbirth.	UP Ch. 23, Obstetric & Gynecologic Drugs.	LTDP Ch. 21, Microbiology.	MTWB Complete worksheets on Female Reproductive System in Sections 3-4 & 7-8. BMT2 Practice Transcribe OB/GYN reports.
SECTION 10 Orthopedics	SFHB Ch. 6, Skeleton, Bones & Joints (and related exercises).	LOM Ch. 15, Musculoskeletal System (Bones and Joints and related exercises). TML Ch. 8, Orthopedics: Skeletal.	H&P Ch. 12, ROS: Neuromuscular.	HD Ch. 17, Musculoskeletal Disorders	UP Ch. 14, Musculoskeletal Drugs.	LTDP Ch. 23, Molecular Biology.	MTWB Complete worksheets on the Musculoskeletal System in Sections 3-4 & 7-8. BMT2 Practice Transcribe Orthopedics reports #1-22.

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SECTION 11 Orthopedics	SFHB Ch.7, The Muscular System (and related exercises).	LOM Ch 15, Muscles & related exercises. TML Ch. 9, Orthopedics: Muscular	H&P Ch. 26, Exam of Back and Extremities.	HD Ch. 3, Infectious Diseases.	UP Ch. 26, Analgesic Drugs.	LTDP Section IV, Medical Imaging; Ch. 10, Plain Radiography.	MTWB Read & complete worksheets in Sec. 2, Quotation Marks through Visual Acuity. BMT2 Practice Transcribe Orthopedics reports #23-30.
SECTION 12 Neuropsychiatric	SFHB Ch. 8, Nervous System: Spinal Cord and Nerves.	LOM Ch. 10, Nervous System. TML Ch. 10, Nervous System	H&P Ch. 27, Neurologic Exam.	HD Ch. 19, Diseases of the Nervous System.	UP Ch. 24, Neurological Drugs; Ch. 31, Anesthetics.	LTDP Section II, Electrodiagnostics. Ch. 5, EEG, EMG, and Related Tests.	MTWB Complete worksheets on the Nervous System in Sections 3-4 and 7-8. BMT2 Practice Transcribe Neuropsychiatric reports #1-12.
SECTION 13 Neuropsychiatric	SFHB Ch. 9, Nervous System: Brain and Cranial Nerves.	LOM Ch 22, Psychiatry. TML Ch. 17, Psychiatry	H&P Ch. 13, ROS: Psychiatric; Ch. 28, Formal Mental Status Exam.	HD Ch. 20, Mental Disorders.	UP Ch. 25, Psychiatric Drugs	LTDP Section VI, Clinical Pathology. Ch. 19, Hematology, etc.	MTWB Complete worksheets on the Psychiatric Terms & Abbreviations Sec. 4. BMT2 Practice Transcribe Neuropsychiatric reports #13-21.

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SECTION 14 Hematology/ Oncology/ Immunology	SFHB Ch. 15, Lymphatic System and Body Defenses.	LOM Ch. 13, Blood System; Ch. 14, Lymphatic and Immune System. TML Ch. 6, Hematology, Immunology; Blood and Lymphatic.	H&P Ch. 30, Diagnostic Formulations.	HD Ch. 4, The Immune System.	UP Ch. 7, Drug Effects; Ch. 28, AIDS and Antiviral Drugs.	LTDP Ch. 20, Blood Chemistry.	MTWB Complete worksheets on the Immune System in Section 3 & the Immune System, Genetics & Oncology in Sections 4 & 7-8. BMT2 Practice Transcribe Hematology-Oncology-Immunology Reports #1-10.
SECTION 15 Hematology/ Oncology/ Immunology	SFHB Ch. 3, Cells and Their Functions.	LOM Ch. 19, Oncology; Ch. 20, Radiology and Nuclear Medicine. TML Ch. 18, Oncology; Ch. 19, Radiology and Nuclear Medicine.	H&P Review Glossary.	HD Ch. 5, Neoplasia.	UP Ch. 30, Chemotherapy Drugs.	LTDP Ch. 22, Immunology.	MTWB Complete worksheets on the Endocrine System in Sections 3-4 & 7-8. BMT2 Practice Transcribe Hematology-Oncology/Immunology Reports #11-15.