

Intermediate Medical Transcription—Surgery Transcription

Course and Textbooks SECTION	<i>Surgical Technology: Principles & Practice</i>
<p>Section 1: Introduction to Surgery</p> <p>Note: <i>It is recommended that the entire first section be preparatory reading for the rest of the course. It is important that students be aware of the surgical concepts, techniques, and materials discussed in these readings, and they should be encouraged to review and refer to these readings as they proceed through the course.</i></p>	<p>Note: <i>Use the Table of Contents & the Index to locate the assigned readings. Subsections are identified by initial capital letters; major sections are identified by all caps. If a section is in all caps, read everything under that heading up to the next ALL-CAP heading.</i></p> <p>Read:</p> <ol style="list-style-type: none"> 1. In Chapter 5, Operating Room Environment, read the following sections: Postanesthesia Care Unit, OPERATING ROOM (SURGICAL) SUITE, ENVIRONMENTAL CONTROLS. 2. In Chapter 10 (Transporting, Transferring, and Positioning), read the following sections: PATIENT INJURIES AND POSITIONING; SURGICAL POSITIONS. 3. Chapter 11, Surgical Preparation and Draping (ALL). 4. Chapter 12, Anesthesia (ALL). 5. Chapter 13, Surgical Pharmacology (Start at DRUG ADMINISTRATION to end of chapter). 6. Chapter 15, Surgical Techniques (Terminology; CASE PLANNING, Stop at Opening a Case; Skip to SURGICAL COUNT, Stop at Passing and Handling Instruments; Skip to HANDLING AND CARING FOR SPECIMENS, to end of Chapter 15). 7. Chapter 16 (ALL). 8. Chapter 20, The Selection of Surgical Instruments (ALL). <p>*Exercises for Fuller: <i>Surgical Technology: Principles and Practice</i>. The exercises at the end of chapters are for surgical technologists and not appropriate for medical transcription students, so there are no textbook exercises for this text. However, your instructor may have additional exercises for you to do, but at a minimum, you should do the following: As you read the assignments, highlight and look up in a dictionary any terminology you do not know. Pay particular attention to the Technique and Discussion sections for each of the procedures discussed. As you transcribe the surgical dictations, use the index to locate any readings that correspond to the type of procedure you are transcribing, re-reading those sections and noting any vocabulary that corresponds to the report you are transcribing. If there is terminology used in the dictations that is not covered in the readings, make a note of same and be certain that you understand the meanings of those terms.</p>

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Course and Textbooks SECTION	<i>Surgical Technology: Principles & Practice, 4th ed.</i>	Laboratory Medicine <i>Laboratory Tests & Diagnostic Procedures in Medicine</i>	Surgery Transcription Practice <i>The Medical Transcription Workbook, 2nd ed. (MTWB)</i>
Section 2: Cardiovascular/Thoracic Surgery	Read: Chapter 29, Cardio-thoracic Surgery.	No assignment.	MTWB Exercises: Section 2K: Surgery: General Surgery & Anesthesia. Transcribe: Cardiovascular/Thoracic Surgery, Dict. 1-7
Section 3: Cardiovascular/Thoracic Surgery	Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).	No assignment.	MTWB Exercises: Section 2K: Surgery: Cardiovascular & Respiratory. Transcribe: Cardiovascular/Thoracic Surgery, Dict. 8-12
Section 4: Gastrointestinal Surgery	Read: Chapter 21, General Surgery, Sections I-IV (about 78 pages)	No assignment.	MTWB Exercises: None. Transcribe: Gastrointestinal Surgery, Dict. 1-6.
Section 5: Gastrointestinal Surgery	Read: Chapter 18, Endoscopic Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.	Read: Chapter 9, Endoscopy Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery, Gastrointestinal System. Transcribe: Gastrointestinal Surgery, Dict. 7-13.
Section 6: Genitourinary Surgery	Read: Chapter 23, Genitourinary Surgery.	Read: Chapter 13, Ultrasound. Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery, Genitourinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.
Section 7: Head and Neck Surgery	Read: Chapter 25, Otolaryngologic, Oral, and Maxillo-facial Surgery, Sections 1-III.	Read: Chapter 12, Computed Tomography. Exercises: End of chapter.	MTWB Exercises: None. Transcribe: Head and Neck Surgery, Dict. 1-9.
Section 8: Head and Neck Surgery	Read: Chapter 24, Ophthalmic Surgery.	Read: Chapter 14, Magnetic Resonance Imaging. Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery: Ears, Nose, and Throat and Eyes. Transcribe: Head and Neck Surgery, Dict. 10-17

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Section 9: Neurosurgery	Read: Chapter 31, Neurosurgery.	Read: Chapter 15, Nuclear Imaging. Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery: Nervous System. Transcribe: Neurosurgery, Dict. 1-7.
Section 10: Ob/Gyn Surgery	Read: Chapter 22, Gynecological and Obstetrical Surgery.	No assignment.	MTWB Exercises: None. Transcribe: Ob/Gyn Surgery, Dict. 1-6.
Section 11: Ob/Gyn Surgery	Read: Chapter 19, Diagnostic Procedures	Read: Chapter 16: Normal Anatomy & Physiology. Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery: Female Reproductive System. Transcribe: Ob/Gyn Surgery, Dict. 7-14.
Section 12: Orthopedic Surgery	Read: Chapter 27, Orthopedic Surgery.	No assignment.	MTWB Exercises: None. Transcribe: Orthopedic Surgery, Dict. 1-8.
Section 13: Orthopedic Surgery	Read: Chapter 7, Microbiology and the Process of Infection.	Read: Chapter 17, Pathologic Procedures & Practice. Exercises: End of chapter.	MTWB Exercises: Section 2K: Surgery: Musculoskeletal System. Transcribe: Orthopedic Surgery, Dict. 9-15.
Section 14: Plastic Surgery	Read: Chapter 25, Otolaryngologic, Oral, and Maxillofacial Surgery, Section IV (to end of chapter); Chapter 21, General Surgery, Section V (to end of chapter).	Read: Chapter 18, Pathologic Change & Diagnosis. Exercises: End of chapter.	MTWB Exercises: None. Transcribe: Plastic Surgery, Dict. 1-7.
Section 15: Plastic Surgery	Read: Chapter 26, Plastic & Reconstructive Surgery.	No assignment.	MTWB Exercises: Section 2K: Surgery, Integumentary System. Transcribe: Plastic Surgery, Dict. 8-15.