Ellen Drake's Useful Websites for Students & Transcriptionists

Note: These links worked the last time I checked; please let me know if any are "broken." Also, note that you should have an up-to-date antivirus software running anytime you're accessing the Internet, especially if you are on a Windows-based PC.

Browsers
http://www.mozilla.com/en-US/
There are a number of browsers, but I recommend Firefox, which according to Clark Howard and other Internet resources is the safest browser to use. It has a lot of great features that I enjoy, including the ability to open tabs and keep any number of tabs open (so you don't have a bunch of separate windows open), the ability to organize favorites in folders and set a tool bar with your favorite favorites always visible, open all bookmarks within a folder with a single command, etc. You can also add "plug-ins" that will do an excellent job of blocking ads, allow online editing of content, etc.

About Medical Transcription
Association for Healthcare Documentation Integrity (AHDI)
http://www.ahdionline.org
The menu is right across the top underneath the name banner. As you drag your cursor across each of the main menus, a box will drop down with more choices. Use AHDI to locate a local chapter, check out training, get a credential, and use resources for standards, white papers, etc.

AHDI Online Chapter (strictly online; you can live anywhere)
http://www.oa-ahdi.org/

Florida Association for Healthcare Documentation Integrity
http://ahdi-fl.org/index.html
This link will provide links to all the local chapters in Florida.

Health Professions Institute (Publishers of The SUM Program, author of Medical Transcription Fundamentals & Practice)
http://sumprogram.com/
http://www.hpisum.com/perspectives/
http://hpisum.com/free_downloads.ihtml
Check out the links designated for students and also the free downloads. Lots of useful materials for teachers, too. You will find articles by Ellen Drake on editing and punctuation in e-Perspectives and on the Free Downloads page. Georgia Green's and John Dirckx's articles on a variety of industry-related and medical subjects also make great reading.

Reference
Dictionaries
http://onelook.com/
    Searches over 1000 dictionaries, including older editions of Dorland's and Stedman's. Set preferences so that medical dictionaries are listed first. Has a wild card and a reverse search.

http://www.dorlands.com/login.jsp

Dorland's 31st. This is NOT the same Dorland's you'll access if you use OneLook. You have to pay to have access to this site. If you buy the hardback 31st edition, registration is free. You MAY be able to buy a used 31st edition, but make sure it still has the scratch-off sticker with the pin number for online registration inside the front cover. Great for deciphering that elusive word in the middle of a phrase.

http://stedmans.com/section.cfm/45

You can use *Stedman's* online for free but it may not have everything online that's in the print version.

http://www.houghtonmifflinbooks.com/eref/.

The American Heritage Dictionary of the English Language is my favorite dictionary. The full version used to be available online at Bartleby.com, but it no longer is (a great loss in my opinion). It has many features other than just the dictionary, such as a 100+ person grammar panel, lots of notes on usage, and word histories (lengthy stories about the etymology of certain words). The print edition comes with a CD-ROM that contains the full version and a spelling checker for Windows-Microsoft PCs.

The American Heritage Dictionary of English Usage. Usage refers to word choice, pronunciation, style, etc. This book is not available an an eReference as far as I can tell, but it's worth purchasing in print form.

http://www.houghtonmifflinbooks.com/ahd/features.shtml

This site has some "freebies": Define-a-Thon, a new game for word nerds; "100 Words" lists including 100 Words for Lovers, 100 Words Almost Everyone Mispronounces (with podcast), 100 Words to Make You Sound Great, 100 Words to Make You Sound Smart, and more lists ; Crossword Puzzle solver; Science Dictionary Quiz, Student Science Dictionary Quiz, American Heritage College Thesaurus Quiz.

Drugs

http://spwb.com/

Saunders Pharmaceutical Word Book Authors' Web site.

Free updates are no longer available unless you've purchased the CD-ROM, but Randy writes an interesting essay once a month on drug-related topics, answers to FAQs, information about the differences between the print and electronic product, how to order, and articles about drugs and supplements.

http://www.accessdata.fda.gov/scripts/cder/drugsatfda/

The best source for drug information is the *Saunders Pharmaceutical Word Book*, electronic version, which is updated monthly (the print version is updated annually). However, if you cannot afford to purchase the SPWB, drugs@FDA is the most reliable source on the web for *approved* drugs. On drugs@FDA , you can search for a drug name using the search box, but there's no wild card or soundalike searching. You can also click on a letter and browse. Once you've found the drug you're looking for, you can actually look at the prescribing brochure, which contains dosages, contraindications, side effects, etc.

Lab tests and values:
http://www.labcorp.com/datasets/labcorp/html/chapter/
> You can search for tests by name, number, CPT code or keyword, or click on the first letter of the test you're looking for and browse. You can also search by specialty. You'll get more info than you need, but you'll also probably find what you need to know. For many if not most tests, the description of the test contains the so-called "normal" values. The appendix has useful expanded information on a number of things like amino acids and genetics. The glossary includes acronyms and abbreviations.

http://www.labtestsonline.org/
> Another Lab resource. You can search for a test or use scrollable menus to find the test, disease condition, or screening test.

http://www.arupconsult.com/index.html
> This is the Physician's Guide to Laboratory Test Selection and Interpretation. You can use the search box to search for specific laboratory tests or the topic list (by letter or category) to find a disease or condition. Contains a lot of information both about the disease and the diagnostic tests used to diagnose the disease.

Medical Science, ER, H&P:
http://www.ncbi.nlm.nih.gov/sites/entrez?db=pubmed&TabCmd=Limits
> This is the best place to search for specific information about medical topics. It is the National Library of Medicine which indexes over 300 journals and contains over 16 million abstracts. Abstracts are synopses of articles, but you'll be amazed at how much information abstracts contain. You should click the Limits tab and then the human box and English language box to limit your searches. You can register and set preferences, save searches, etc. You can also set it so that it remembers you and you never have to log in again. This site has good tutorials and Help tools which I strongly recommend you use.

http://www.ncbi.nlm.nih.gov/sites/entrez?db=PMC
> This is called PubMed Central. It's basically the same thing as above except that your search should yield only citations with access to the full text article (*should* being the operative word here).

http://cdc.gov/
> This is the Centers for Disease Control and Prevention. You may want to use the index but you can search for infectious and communicable diseases, information about vaccinations, pests, parasites, toxins, poisons, etc. The CDC also exposes disease- and health-related hoaxes.

http://www.emedicine.com/specialties.htm
> My favorite site for general information about a disease. This link takes you to the specialty index page. When you're transcribing, you can use that as a resource if you need to understand something in a report that's not clear. You do need to register. Do NOT register as a consumer. Register as an "other healthcare."

http://www.fpnotebook.com/index.htm

> Like e-Medicine, this site is organized by specialties, each specialty by chapters. There's an examination section for each specialty or condition which can prove very helpful.

http://training.seer.cancer.gov/

> Interactive web-based training modules for cancer registration and surveillance. This is probably over-kill for students, but may prove useful on the job.

http://www.ncbi.nlm.nih.gov/sites/entrez?db=taxonomy

> Taxonomy Browser (NCBI/Medline). This site includes viruses.

http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=bacname&part=part2.bxml

> Approved List of Bacterial Names. If you know it's a bacteria you're looking for, this is faster than NCBI.

http://www.mdrweb.com/Industry/Archive/index.cfm?fuseaction=510kDetails&FDA_510K=K081127

> Medical Devices (surgical instruments). Nonpharmacological medical devices needing FDA approval. It's a little more complicated to search, but if the device needs FDA approval, it should be listed.

Sample Reports:

> All the following sites have sample reports for all kinds of conditions, report types, etc. There is nothing wrong with looking at a sample report to see if you can figure out what's going on (or a specific term or phrase) in the report you're transcribing. DO, however, verify ALL terms (spelling and definition) that you're not sure of and do NOT assume that the style or punctuation will conform to the *Book of Style for Medical Transcription*, what you've been taught, or what your employer expects.

http://www.ritecode.com/free_opreports/opreport_free_index.htm
http://www.mtdesk.com/operative-reports/
http://www.mtdaily.com/mt1/exampledocs.html
http://www.medword.com/samples.html
http://www.mt-stuff.com/sample_reports.html
http://www.mt-stuff.com/general_surgery.html
http://mtresourcez.tripod.com/id21.html
http://www.stedmans.com/AtWork/section.cfm/27
http://www.mtsamples.com/
http://www.mt-resources.com/sample_reports.htm

MT Desk Resources
http://www.mtdesk.com/

> Click on Glossary, Word Lists, Operative Reports, Online Resources in menu bar just below banner. One of the word lists is particularly helpful for new MTs: http://www.mtdesk.com/word-lists/stumper-terms-for-new-mts.php

Grammar & Writing: Help with commas & lots of stuff
http://grammar.ccc.commnet.edu/grammar/

One of the best grammar & punctuation sites on the Web. The link is for the index. Contains clear, cogent explanations and quizzes if you want to test yourself.

http://owl.english.purdue.edu/owl/resource/679/01/
The OWL at Purdue. Another excellent resource for grammar, punctuation, and writing. This is the Online Writing Laboratory developed for Purdue staff and students and expanded for both high school, adults, and other college staff and students. Scroll down, looking at the menu on the right for Grammar and Mechanics.

KISS grammar
http://home.pct.edu/~evavra/indexGR.htm
http://home.pct.edu/~evavra/GCMS/index.htm
Ed Vavra, whose site this is, loves to ramble and rant, but he has some great material for those who've never quite gotten the hang of grammar and punctuation. He used to have a bunch of workbooks, supposedly written for the 8th grade level, but I can't find those now. The 2nd link above is probably your best bet for practice material.

100 Words Every H.S. Senior Should Know. See if you know them!
http://www.houghtonmifflinbooks.com/booksellers/press_release/100words/

Most Often Misspelled Words in English
http://www.yourdictionary.com/library/misspelled.html
http://www.esldesk.com/esl-quizzes/misspelled-words/index.htm

Spelling tests for commonly misspelled English words
http://businesswriting.com/tests/commonmisspelled.html
http://www.esldesk.com/esl-quizzes/misspelled-words/misspelled-words.htm

Spelling Mnemonics
http://www.audiblox2000.com/learning_disabilities/spelling-mnemonics.htm
Ways to remember how to spell difficult English vocabulary words.

Commonly misspelled and misused English words bar chart ($5.95).
http://www.barcharts.com/Inventory/Navision/9781572227880
These are laminated sheets that you can purchase. There's an extensive line of medical laminated sheets as well.

Problem Words in English (homophones/soundalikes)
http://www.paulnoll.com/Books/Clear-English/Problem-Words-1.html
http://www.scribd.com/doc/2226406/Copy-of-English-Homophones

Affect and Effect
http://www.bartleby.com/61/2/A0120200.html
http://www.bartleby.com/61/81/E0048100.html

Medical Language
Frequently misspelled medical words
http://www.meditec.com/commonly-misspelled-words.html

Medical Homophones
http://www.mt911.com/site/term/sound_alike_medical.asp
http://www.meditec.com/sound-alike-words.html

Language Nuts
Richard Lederer's Website: http://www.verbivore.com/
Society for the Preservation of English Language and Literature
http://www.spellorg.com/

MT forum and chat
http://www.mtchat.com/ubbthreads/ubbthreads.php
> I recommend the following forums. As with all Internet content, take posts with a grain of salt and a healthy dose of skepticism. Everyone has a bias; assume that going in. If a post seems exceedingly negative or harsh, that's a good sign of heavy bias and often emotional, irrational thinking.
>> Grammar Forum
>> New MTs Forum
>> Resources Forum
>
> Note: Students are not to post questions related to class tests in any of the forums. You can ask general questions in appropriate forums NOT related to tests, however. Spend some time reading the FAQs, reviewing the forums, and reading posts to familiarize yourself with the process. There are other MT online forums; however, this is the site I'm most familiar with and the one I trust (relatively speaking) the most.

Verifying Hoaxes, Myths, Viruses
> You know all those forwarded spam and chain e-mails you get—the ones that warn of needles in the coin return slots, serial killers in back seats, toxins in your water bottles, etc.? Well, these sites will help you to know how to handle those warnings. The BEST thing each of us could do for the Internet and for each other is to stop these chain e-mails in their tracks and NEVER open or forward them in the first place. If someone sends you a great joke; a genuine, reliable warning; or an audio or video clip you sincerely want to pass on, my advice is to Google the key words and find a link online that contains the said material. Then, send ONLY the link to your family and friends. You won't be clogging up the Internet with junk e-mail and you won't be clogging up their computer with potential viruses and unwanted attachments. Many of the sites below have information on PROTECTING YOUR COMPUTER. Please read that too.

http://factcheck.org/
http://snopes.com/
http://vmyths.com/

http://hoaxbusters.org/
http://urbanlegends.about.com/
http://www.cdc.gov/doc.do/id/0900f3ec80226b9c/

E-mail, Chat, and Forum Etiquette
 Etiquette is one of my hot buttons—at least, I get HOT when someone sends
 me an inappropriate e-mail or posts to the forum I moderate with
 inappropriate comments. If you're going to use the Internet, you need to be
 considerate, just as you would if you were face-to-face with someone.
 Anonymity is NOT a license to let your dark side take over.
http://www.mtchat.com/ubbthreads/ubbthreads.php?ubb=cfrm&c=2
http://www.emailreplies.com/
http://owl.english.purdue.edu/owl/resource/636/01/
http://www.dmoz.org/Computers/Internet/Etiquette/