

Textbooks in workbook format, written especially for MTs and CMTs!

The Medical Transcription Workbook
SECOND EDITION

147 CECs

HEALTH PROFESSIONS INSTITUTE

- Professional Issues
- Medical Terminology
- Laboratory
- Style & Usage
- Anatomy & Physiology
- Surgery
- Pathophysiology
- Pharmacology

The Medical Transcription Workbook
SECOND EDITION

Just \$40

HEALTH PROFESSIONS INSTITUTE

The Medical Transcription Workbook is a best seller among medical transcription students and practitioners. This second edition has been thoroughly revised and updated for the express purpose of helping both student and practitioner identify, learn, and assess their knowledge of medicine and professional issues. This edition includes the following:

- New Professional Issues section with articles on the healthcare record, HIPAA and confidentiality, interpretation and editing of dictation, risk management, quality assurance, electronic resources, health in the workplace, and professionalism.
- Expanded Style and Usage quick reference section, arranged alphabetically by topic, with hundreds of examples.
- Medical science exercises in six subject areas: Anatomy and Physiology, Medical Terminology, Pathophysiology, Surgery, Laboratory, and Pharmacology. Organized by body system or medical specialty.
 - 1 Technology and Workplace CEC
 - 3 Medicolegal CECs
 - 14 Professional Development CECs
 - 25 MT Tools CECs
 - 104 Clinical Medicine CECs
- The readings and exercises also facilitate the preparation, taking, and passing of medical transcription employment and credentialing examinations. The workbook is ideal for study groups and for supplementing textbooks in medical transcription education programs.

Human Diseases

Covers causes, symptoms, diagnostic tests, diagnoses, and treatment regimens of many human diseases.

- Chapter outlines
- Learning objectives
- Labeled illustrations
- Special interest boxes on word origins
- Glossary
- Comprehensive index
- Case Study: You're the Doctor.

HUMAN DISEASES
Second Edition

20 CECs

\$36

John H. Dirckx, M.D.

H&P: A Nonphysician's Guide to the Medical History and Physical Examination, 3rd ed.

H & P

24 CECs

A Nonphysician's Guide to the Medical History and Physical Examination
Third Edition

\$34

John H. Dirckx, M.D.

Understand medical concepts
Build vocabulary
Chapter exercises help improve decision-making skills:

- Review and Summarize
- Pause and Reflect
- Relate and Remember
- Collaborate and Share
- Generalize and Apply
- Explain and Learn
- Compare and Contrast
- Extrapolate and Project
- Relax and Play

Laboratory Tests & Diagnostic Procedures . . .

Laboratory Tests & Diagnostic Procedures in Medicine
John H. Dirckx, M.D.

24 CECs

\$38

Health Professions Institute

Covers diagnostic studies, including imaging, EEG, EMG, endoscopy, electrophysiology, genetic testing, and more. It also includes the lab and path studies that help MTs better understand the report.

- Features:
- Extensive illustrations
 - Historical sidelights
 - Glossary
 - Index
 - Reference values



Buy all four for just \$100 (save \$48)!

Looking at Language

World's Toughest Grammar Test

by Richard Lederer, Ph.D.

Today I'm proud to pose four of the most difficult grammar questions I can possibly conjure up. Try thy best to choose wisely before consulting the explanations that follow. If thou gettest all four right, I shall knight thee Conan the Grammarian.

1. Which is correct?
 - a. Wisdom comes to whoever seeks it.
 - b. Wisdom comes to whomever seeks it.

In just about every statement you speak and write, each verb must have a subject, expressed or understood. In the sentences above “wisdom” is the subject of “comes”—and “who(m)ever” is the subject of “seeks.” Because subjects are cast in the nominative case, the subject of “seeks” must be “whoever.”

But, you ask, doesn't the preposition “to” take an object? Yes, it does. The object turns out to be not “whomever,” but the entire noun clause, “whoever seeks it.”

If that seems bizarre, have a look at another sentence: “I know who did it.” Here the object of the verb “know” is “who did it,” and the subject of the verb “did” is “who.” Few of us would speak or write, “I know whom did it.”

2. Which is correct?
 - a. A wave of technological innovations is crashing on the shore of our culture.
 - b. A wave of technological innovations are crashing on the shore of our culture.

Certain nouns are singular in form but may be either singular or plural in concept. Among them are “couple,” “faculty,” “family,” “group,” “staff,” “majority,” “team,” “jury,” “total,” “number” and “committee.” Such words are called collectives. The question often arises whether to treat a collective as singular or plural -- in other words, which verb form to use with it.

Most of the time (in the U.S., but not in Britain), collectives are expressed as singular, but, as with many grammatical questions, function rather than form is the more important consideration. Simply stated, this means that what the writer has in mind should be the controlling factor. If the

idea of oneness prevails, treat the noun as singular. If the idea of more-than-oneness predominates, treat the noun (and hence the verb) as plural: “The couple is marrying”; “The couple are divorcing.” In the quiz sentence, “wave” connotes a titanic unity. Hence, “A wave of technological innovations is crashing on the shore of our culture.”

3. Which is correct?
 - a. She is one of the drab homebodies who reads *McCall's*.
 - b. She is one of the drab homebodies who read *McCall's*.

Several years ago *McCall's* magazine published an advertisement with a headline describing an attractive young woman as “One of the drab homebodies who reads ‘*McCall's*.’” The ad elicited a flood of letters from readers who supported or objected to the singular verb “reads.”

The headline as printed was wrong. The relative pronoun “who” must agree with its antecedent, in this case, “homebodies,” which is plural. Hence, the verb must be plural, as in choice (b). A useful device in these “one of those who” constructions is to reverse the order of the sentence: “Of those drab homebodies who read *McCall's* she is one.”

4. Which is correct?
 - a. All she ever wears is dresses.
 - b. All she ever wears are dresses.

This kind of construction puzzles many people, but there is an answer: The subject of the sentence is “all,” which is a singular pronoun even though what it represents (dresses) is plural. “Dresses” is a predicate nominative or, as it is sometimes called, the subject complement. Since the subject, not the complement, controls the verb form and “all” is singular, the construction requires the singular verb “is.” Hence, the first sentence is the correct one. A good reminder is the novelty song “All I Want for Christmas Is My Two Front Teeth.”

Similarly, when “what” is the subject of a sentence, it is treated as singular even though the “what” being discussed is plural: “What I like most about summertime is fresh vegetables.”

Books by Richard Lederer

Word Wizard: Super Bloopers, Rich Reflections, and Other Acts of Word Magic (St. Martin's Griffin). \$14.

Anguished English. Bloopers. \$13.00/\$7.50.

The Circus of Words. Letter play for kids 9-14. \$14.

Crazy English. Creative word play. \$14.

The Cunning Linguist. Good clean dirty wordplay. \$14.

The Bride of Anguished English. Bloopers. \$25/\$14.

Fractured English. Bloopers. \$14.

Get Thee to a Punnery. Pun and games. \$13.

Literary Trivia. Stories and games for book lovers. \$13.

A Man of My Words. Career-capping reflections on English. \$26.

The Miracle of Language. Inspirational. \$14.

More Anguished English. Bloopers. \$7.50.

The Play of Words. Word games. \$14.

Pun and Games. Word play for kids 9-14. \$11.

The Revenge of Anguished English. Hardcover, \$26.

Sleeping Dogs Don't Lay. Usage. \$24/\$14.

The Word Circus. Making the alphabet dance. \$16.

Word Play Crosswords, vols 1 & 2. Original puzzles. \$13 each.

The Write Way. A guide to real-life writing. \$14.

ORDER directly from Richard Lederer, 9974 Scripps Ranch Blvd., Suite 201, San Diego, CA 92131. Phone 858-549-6788. Fax 858-549-2276. E-mail: richard.lederer@pobox.com. Web site: www.verbivore.com. Include \$1.50 for postage and handling of first book, 50 cents for each additional book. Indicate your wishes for personal inscriptions.

Richard Lederer, Ph.D., is the author of more than 3,000 books and articles about language and humor. His syndicated column, "Looking at Language," appears in newspapers and magazines throughout the United States. His new title, *Comma Sense: A Fun-damental Guide to Punctuation*, with John Shore, is now available from St. Martin's Press. E-mail: richard.lederer@pobox.com

