



Health Professions Institute

Serving the Medical Transcription Industry Since 1985

Spring/Summer 2008

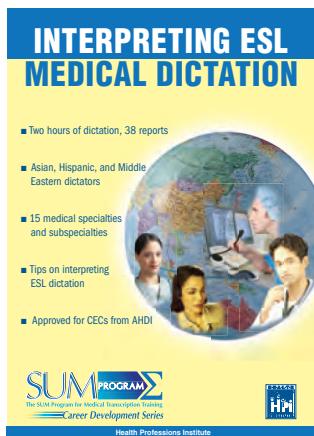
SUM PROGRAM

The SUM Program for Medical Transcription Training

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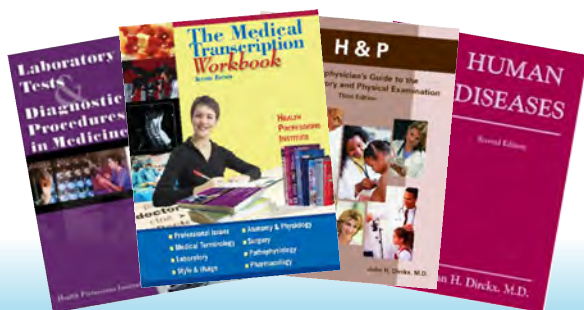


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Training Materials Career Development References Publications



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Announcing . . .

The SUM Program Career Development Series—

A new line of products for medical transcriptionists!

Interpreting ESL Medical Dictation is the first product in a new Career Development Series of *The SUM Program for Medical Transcription Training* by Health Professions Institute. The two-hour dictation unit provides a challenging opportunity for working transcriptionists and advanced students to upgrade their skills in interpreting ESL (English as a second language) foreign-accented dictation.

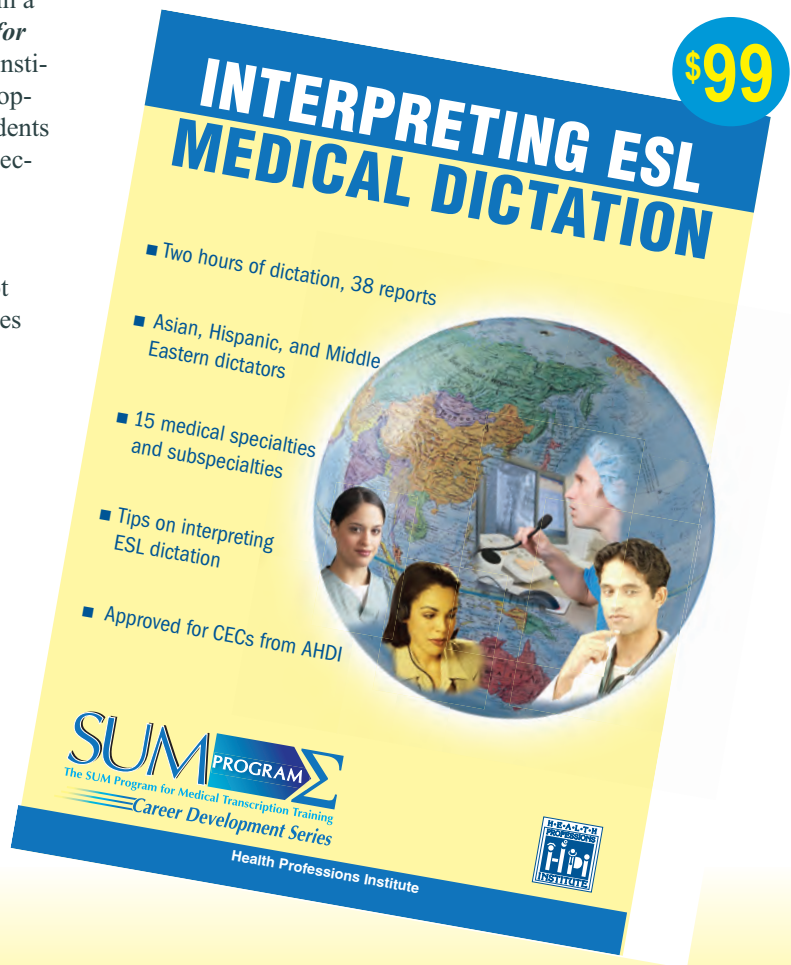
Interpreting ESL Medical Dictation consists of 38 medical, surgical, and diagnostic reports of authentic (not script-read) physician dictation in the following specialties and subspecialties:

- Cardiology
- Gastrointestinal
- General surgery
- Internal medicine
- Neurology
- Obstetrics-gynecology
- Orthopedics
- Pain management
- Pediatrics
- Psychiatry
- Pulmonary medicine
- Radiology imaging
- Rehabilitation
- Urology
- Wound management

**Prior approved
by AHDI for
43 MT Tools
CECs!**

Also included 35 pages of interesting essays from noted authors containing numerous tips for understanding and interpreting ESL dictation.

Visit www.hpisum.com to order at the initial price of just \$99. You can listen to two sample dictations to gauge the level of difficulty. Schools can buy student versions for just \$25 each after the initial purchase.



**Listen to sample dictations
at www.hpisum.com**



Look for this logo on career development products to assure you are buying top-quality, educationally sound learning materials.

Products in the new *SUM Program Career Development Series* are developed to help professional transcriptionists upgrade their skills in specific areas.

Each unit will feature 1-2 hours of authentic (not script-read) dictation, the transcript answer keys, and accompanying articles, tips, and exercises as appropriate.

Each unit will be prior-approved for CECs.

Radiology and Pathology will be the focus of the next units.

Vera Pyle's Current Medical Terminology, 11th ed.

****Electronic****

Transcriptionists have had “Vera’s silver book” on their desk for decades.

Now you can put it on your computer!



This new 11th edition of
Vera Pyle's Current Medical Terminology
is available **only** in electronic format!

Features of electronic version:

- Glossary format: Definitions, explanations, and examples of usage in dictation.
- New, difficult, and “odd-ball” terms that are hard to find or verify.
- More phonetic entries than ever.
- Researched and compiled *by* transcriptionists *for* transcriptionists.
- Numerous bookmarks and major category headings make browsing easier.
- Convenient search capability instantly takes you to all uses of your word.

System Requirements:

- Windows 2000, 2003, XP, or Vista
- LockLizard Safeguard PDF Viewer (free)

Not sure Vera will work on your system?

Contact our tech support department to see if we can help.
E-mail: hpi@hpisum.com Phone: 209-551-2112 x 216.

“Vera on my computer? I’m in heaven!”

SMASH (simultaneous acquisition of spatial harmonics) method—used in MRI procedures.

anvil dunk—a procedure used in laparoscopically performed gastric bypass to construct a gastrojejunostomy. The head of a stapling anvil is used to invaginate the stomach wall in order to bring the surgically created openings in the stomach and jejunum into apposition and stabilize them while they are being sutured together. See also *dunked end-to-end anastomosis*.

bird-beak sign (Radiol)—abrupt, smooth tapering of the distal esophagus on barium swallow, an indication of achalasia.

black knee prosthesis—a femoral component consisting of zirconium metal that has been heated and cooled in oxygen. This oxidizes the surface 5 microns of the metal and turns it into a black ceramic finish.

capillary isotachopheresis (cITP)—a modification of electrophoresis in which the use of two electrolytes with different chemical properties permits more rapid and more complete separation of analytes. It is a more sensitive means of measuring LDL subfractions in plasma.

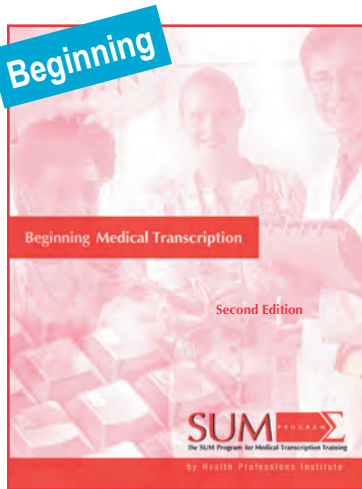
8-to-S-plasty—a modified technique for closing a skin defect shaped like an 8 (two adjoining round lesions). The traditional method of repair by creating a single elliptical defect sacrifices healthy skin. In the Burow 8-to-S plasty, one triangle of skin with its apex at the constriction in the figure 8 is advanced to close one of the circular defects, and the other triangle of skin is advanced to close the other. No incisions are required and no skin is sacrificed. The suture line after closing resembles an “S”.

odd facet of the patella—the 7th facet of the articular surface of the patella, being the most medial portion. Only at 135 degrees of flexion does the odd facet contact the medial femoral condyles. Therefore, in most patients, it is a very underused part of the articular surface. Underuse has been incriminated as a cause of damage to the articular surface, an example being chondromalacia.

rendezvous laparoendoscopic technique—a technique used in endoscopic sphincterotomy to facilitate the identification and cannulation of the papilla. Using this technique, a guidewire is inserted through the cystic duct, caught with an endoscopic polypectomy loop, extracted from the operative channel and cannulized with a sphincterotome. This is then pulled through the papilla in the common bile duct, thus completing the

The SUM Program for Medical Transcription

The SUM Program Beginning Medical Transcription Unit: 8 + 12* hours of dictation



Dictation from:

Doctors' offices, clinics, hospitals

Report types:

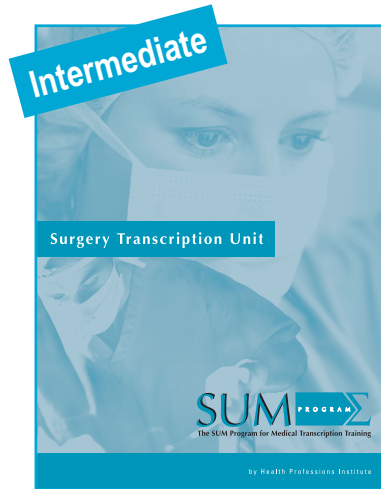
Progress notes, H&Ps, preop notes, consults, discharge summaries, ED reports

Medical Specialties:

Cardiology
Dermatology
ENT
Endocrinology
Gastroenterology
Gynecology
Immunology
Neurology
Obstetrics
Oncology
Ophthalmology
Orthopedics
Pediatrics
Plastic Surgery
Psychiatry
Pulmonology
Reproductive Medicine
Trauma
Urology

* The 12-hour Classic BMT is included on the BMT2 CD. Total 20 hours of dictation.

The SUM Program Surgery Transcription Unit: 8 hours of dictation



The SUM Program Surgery Transcription Unit contains 8 hours of original surgical dictation at an intermediate level and provides an excellent bridge between The SUM Program beginning and advanced units. It prepares students for employment in multispecialty clinics, group practices, medical centers, hospitals, and transcription services.

Cardiovascular/Thoracic Surgery
Gastrointestinal Surgery
Genitourinary Surgery
Head & Neck Surgery
Neurosurgery
Obstetrics & Gynecology Surgery
Orthopedic Surgery
Plastic Surgery

Real Dictation

The SUM Program features **real** dictation by physicians on **real** patients. Authentic dictation features natural background noises such as telephones ringing, papers rattling, nurses talking—even a dictator yawning or eating. It is spontaneous, peppered with “ums” and “uhs,” false starts, corrections, interruptions, and the run-on sentences characteristic of natural human speech. Script-read dictation, even if the readers are physicians, does not prepare students for the authentic dictation they will encounter on the job and undermines the training effort.

Effective

The SUM Program was developed using sound educational principles in a way to promote maximum learning and memory retention. SUM Program dictations were selected from a bank of thousands of reports for their vocabulary density and attention to fundamental medical principles.

Comprehensive

The SUM Program includes dictation at beginning, intermediate, and advanced levels and represents a broad spectrum of medical specialties, report types, medical settings, and a wide variety of dictation styles. The SUM Program curriculum also contains an academic component with readings and exercises in seven subjects: medical terminology, anatomy and physiology, medical science, human diseases, pharmacology, laboratory tests and diagnostic procedures, and professional issues.

Flexible

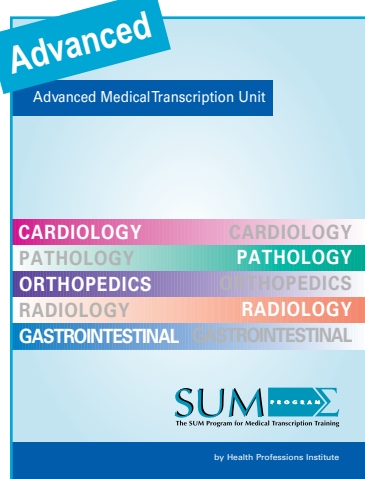
The SUM Program is arranged by body system or medical specialty with strategically sequenced dictations within each specialty; however, the specialties can be completed in any order. The SUM Program is ideally suited to a classroom environment where all students progress together and to a less structured environment, where students progress at their own pace. It is successful in on-campus classrooms and distance-learning schools. Some mature and motivated students successfully complete The SUM Program on their own at home.

Real dictation • Effective • Comprehensive • Flexible

SUM
The SUM Program for Medical Transcription

Medical Transcription Training

The SUM Program Advanced Medical Transcription Unit: 19 hours of dictation



The *Advanced Medical Transcription Unit* contains five medical specialties with 19 hours of original dictation that is challenging and comprehensive. It prepares students to work in multispecialty clinics, hospitals, and transcription services.

Cardiology, Gastrointestinal, and Orthopedic units include H&Ps, consultations, admission notes, operative reports, diagnostic studies, and discharge summaries. Pathology includes autopsies and gross and microscopic reports. Radiology includes reports from plain and contrast radiography, CT, ultrasound, MRI, and nuclear imaging.

Total of 19 hours of dictation:

Cardiology	4 hours
Gastrointestinal	4 hours
Orthopedics	4 hours
Pathology	4 hours
Radiology	3 hours

Answer keys conform to the *Book of Style for Medical Transcription*.

Affordable

Teachers can visit the “Implementing” page at SUMprogram.com to view Best Practices orders that include a sample scenario where the school owns the materials and a sample scenario where the students own the materials. Students interested in learning with *The SUM Program* from home can visit the “More Info for Students” section about getting started.

Teacher Support

The *SUM Program Teacher’s Manual* plus the accompanying articles include over 200 pages of information on course offerings and curriculum planning. Download it for free at SUMprogram.com. Article sections include:

- Curriculum and Program Design
- Teaching Methodologies
- Evaluation and Grading
- Organization Tips
- Educationalese and Marketing
- Professional Growth



Academic Instruction

The *SUM Program* recommended curriculum includes:

- Course descriptions and outlines
- Course objectives
- Prerequisites
- Recommended textbooks
- Schedule of lecture topics
- Assignments for readings, exercises, and transcription practice.

Medical Science Courses:

- Medical Terminology
- Anatomy and Physiology
- Medical Science
- Human Diseases
- Pharmacology
- Laboratory Tests and Diagnostic Procedures
- Professional Issues



HPI sells textbooks for four of the courses and recommends books from other publishers for the other three courses. See the Academic Component page at SUMprogram.com for details.



SUMprogram.com

The SUM Program web site has the information you need to make an informed decision about *The SUM Program*. Sign up for our monthly e-letter for teachers. Students can subscribe to our forthcoming weekly e-letter for students.

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, 2nd ed.

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
Improve decision-making skills

Chapter Exercises:

- 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)!

e-Perspectives on the Medical Transcription Profession . . . a periodical — for FREE!



Issue 55: April 2008

- A Moving Target**, by Sally C. Pitman
- Nothing Could Be Finer: Nanotechnology in Medicine**, by John H. Dirckx, M.D.
- The Best Things in Life Are Free: How to Use Medical Journal Abstracts**, by Georgia Green
- Factoring: Alternative Financing for Medical Transcription Services**, by Philip Cohen
- A Quick Primer on Hyphens**, by Ellen Drake
- Update: What's New in Medicine**



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or just one article at a time:
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- Issue 54: April 2007**
- Spring Fever - Pitman
 - How to Be an A+ Tradeshow Attendee - Cohen
 - Pharmaceutical Nomenclature: The Lawless Language - Dirckx
 - Update: What's New in Medicine
 - Looking at Language: A Tense Time with Verbs - Lederer



- Issue 53: January 2007**
- Winter Scenes - Pitman
 - Learning Punctuation Through Pattern Recognition: Complex Sentences and Subordinate Clauses - Drake
 - Looking at Language: Don't Dangle Your Participles in Public - Lederer
 - Short for Trouble: Perspectives of Error-Prone Abbreviations - Dirckx
 - Looking at Language: On Your Marks! - Lederer
 - Update: What's New in Medicine

- Issue 52: September 2006**
- A Rose by Any Other Name - Pitman
 - Don't Just Toss 'Em a Fish - Heath
 - Radiology Quick Quiz - Campbell
 - Conan the Grammarian - Lederer
 - Consider the Alternatives: Perspectives on Complementary and Alternative Medicine - Dirckx
 - Update: What's New in Medicine



- Issue 51: July 2005**
- Summer at the Beach - Pitman
 - Today's Transcription Cornucopia: Finding One's Place Within the Maze - Moormeister
 - Managing Cash Flow: Surviving the Slow Payers - Cohen
 - The Four-Semester Myth - Campbell
 - Presidential Precedents - Lederer
 - Fighting Gravity: Perspectives on Facial Rejuvenation - Dirckx
 - Update: What's New in Medicine

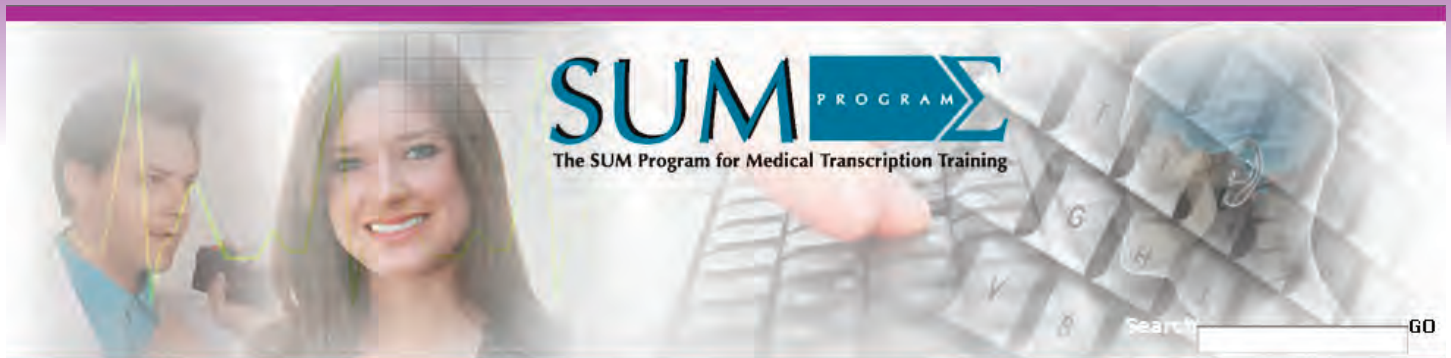


- Issue 50: April 2005**
- Celebrating the Life of Adrienne Yazijian - Pitman
 - The Heating Pad is Behind the Pickled Eggs - Priest
 - Foiling P.T. Barnum - Thoughts on Choosing an Educational Path in Medical Transcription - Moormeister
 - Teaching Disease Processes - Drake
 - Dr. Johnson's Dictionary - Lederer
 - Review of Comma Usage - Drake
 - Perspectives on Embryonic Stem Cell Research - Dirckx
 - What's New in Stem Cell Research



- Issue 49: September 2004**
- Hope is On the Way - Pitman
 - How NOT to Make a Workplace Faustian Bargain - Moormeister
 - The Hip Bone's Connected to the Thigh Bone - Priest
 - Drake and Drake Q&A: Rx and OTC - Drake
 - Doing a Number on English - Lederer
 - Speech Recognition Is Here at Last - Weber
 - Update: What's New in Medicine
 - Urines Are Cooking: Perspectives on Medical Slang and Jargon - Dirckx

HPI announces two new web sites to serve you better!



<p>Home Page</p> <p>About Medical Transcription</p> <p>SUM Program for MT Training</p> <p>Medical Transcription Teachers</p> <p>Order</p> <p>Technical Support</p> <p>Contact</p> <p>Subscribe</p> <p>About Us</p> <p>FAQ</p> <p>Site Map</p>	<p>Transcription Practice:</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid red; padding: 5px; width: 150px; height: 80px; background-color: #FFDAB9;"> <p style="font-size: 8px; color: red;">Supporting Health Professions</p> </div> <div style="border: 1px solid blue; padding: 5px; width: 150px; height: 80px; background-color: #ADD8E6;"> <p style="font-size: 8px; color: blue;">Surgery Transcription Unit</p> </div> <div style="border: 1px solid purple; padding: 5px; width: 150px; height: 80px; background-color: #DDA0DD;"> <p style="font-size: 8px; color: purple;">Advanced Medical Transcription Unit</p> <p style="font-size: 8px; color: purple;">CARDIOLOGY PATHOLOGY</p> <p style="font-size: 8px; color: purple;">ORTHOPEDICS RADIOLOGY</p> </div> </div>	<p>Whether you <i>teach</i> medical transcription, want to <i>learn</i> medical transcription, or want to <i>upgrade</i> your medical transcription skills, The SUM Program for Medical Transcription Training is your best bet for a thorough, high-quality educational experience.</p> <p>Medical Transcription As a Career</p> <p>Medical transcriptionists are vital members of the professional healthcare team. Medical</p>
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www.SUMprogram.com

 <p style="font-size: 1.2em; margin: 0;">HEALTH PROFESSIONS INSTITUTE</p> <p style="font-size: 0.8em; margin: 0;">The Leader in Medical Transcription Education and Reference Products</p>	<div style="text-align: right; margin-bottom: 10px;"> Register at Our Site E-mail HPI </div> <table border="0" style="width: 100%;"> <tr> <td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">Home</td> <td rowspan="10" style="padding: 10px;"> <p>HPI News and Announcements</p> <p>HPI Announces NEW SUM Program Unit: Interpreting ESL Medical Dictation</p> <p>HPI introduces a new line of SUM Program products called The SUM Program Career Development Series. These units are designed primarily for working transcriptionists who need to improve skills in specific areas but teachers and advanced students will also appreciate them. Each unit in the series will feature 1-2 hours of dictation that is considered "advanced" or "difficult," and some units will also include ancillary materials to enhance the learning experience.</p> <p>The first unit in The SUM Program Career Development Series addresses the challenge of transcribing foreign dictators. Called Interpreting ESL Medical Dictation, the unit features two hours of challenging medical dictations from physicians originating from Asia, the Middle East, and Latin America. Also included are 41 pages of articles by noted authors which provide helpful information about patterns and dictating styles common among dictators from each region, plus many helpful tips for transcriptionists.</p> </td> </tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">About Us</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">About Med Trans</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">SUMprogram.com</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">Order</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">For Teachers</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">For Students</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">e-Perspectives</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">Downloads</td></tr> <tr><td style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">Links</td></tr> </table>	Home	<p>HPI News and Announcements</p> <p>HPI Announces NEW SUM Program Unit: Interpreting ESL Medical Dictation</p> <p>HPI introduces a new line of SUM Program products called The SUM Program Career Development Series. These units are designed primarily for working transcriptionists who need to improve skills in specific areas but teachers and advanced students will also appreciate them. Each unit in the series will feature 1-2 hours of dictation that is considered "advanced" or "difficult," and some units will also include ancillary materials to enhance the learning experience.</p> <p>The first unit in The SUM Program Career Development Series addresses the challenge of transcribing foreign dictators. Called Interpreting ESL Medical Dictation, the unit features two hours of challenging medical dictations from physicians originating from Asia, the Middle East, and Latin America. Also included are 41 pages of articles by noted authors which provide helpful information about patterns and dictating styles common among dictators from each region, plus many helpful tips for transcriptionists.</p>	About Us	About Med Trans	SUMprogram.com	Order	For Teachers	For Students	e-Perspectives	Downloads	Links
Home	<p>HPI News and Announcements</p> <p>HPI Announces NEW SUM Program Unit: Interpreting ESL Medical Dictation</p> <p>HPI introduces a new line of SUM Program products called The SUM Program Career Development Series. These units are designed primarily for working transcriptionists who need to improve skills in specific areas but teachers and advanced students will also appreciate them. Each unit in the series will feature 1-2 hours of dictation that is considered "advanced" or "difficult," and some units will also include ancillary materials to enhance the learning experience.</p> <p>The first unit in The SUM Program Career Development Series addresses the challenge of transcribing foreign dictators. Called Interpreting ESL Medical Dictation, the unit features two hours of challenging medical dictations from physicians originating from Asia, the Middle East, and Latin America. Also included are 41 pages of articles by noted authors which provide helpful information about patterns and dictating styles common among dictators from each region, plus many helpful tips for transcriptionists.</p>											
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