## **Intermediate Medical Transcription—Surgery Transcription**

Course and Textbooks SECTION	Surgical Technology: Principles & Practice		
Section 1: Introduction to Surgery	<b>Note:</b> 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.		
Note: 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.	<ol> <li>Read:         <ol> <li>In Chapter 5, Operating Room Environment, read the following sections: Postanesthesia Care Unit, OPERATING ROOM (SURGICAL) SUITE, ENVIRONMENTAL CONTROLS.</li> <li>In Chapter 10 (Transporting, Transferring, and Positioning), read the following sections: PATIENT INJURIES AND POSITIONING; SURGICAL POSITIONS.</li> <li>Chapter 11, Surgical Preparation and Draping (ALL).</li> <li>Chapter 12, Anesthesia (ALL).</li> <li>Chapter 13, Surgical Pharmacology (Start at DRUG ADMINISTRATION to end of chapter).</li> <li>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).</li> <li>Chapter 16 (ALL).</li> </ol> </li> <li>*Exercises for Fuller: Surgical Technology: Principles and Practice. 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.</li> </ol>		

**Intermediate Medical Transcription—Surgery Transcription** 

Course and Textbooks   Surgical Technology:   Principles & Practice, 4th ed.   Laboratory Tests & Diagnostic   Practice   The Medical Transcription   Workbook, 2nd ed. (MTWB)   Workbook, 2nd ed. (MTWB)   Workbook, 2nd ed. (MTWB)   Section 2:   Sectio	Intermediate Medical Transcription—Surgery Transcription					
Section 2: Cardiovascular/Thoracic Surgery  Read: Chapter 29, Cardiothoracic Surgery.  Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).  Section 4: Gastrointestinal Surgery Surgery  Read: Chapter 21, General Surgery, Section 5: Gastrointestinal Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery  Read: Chapter 23, Genitourinary Surgery Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 25, Otolaryn-  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed		0	•			
Read: Chapter 29, Cardio-thoracic Surgery   Read: Chapter 29, Cardio-thoracic Surgery   Read: Chapter 29, Cardio-thoracic Surgery   Read: Read Chapter 28, Peripheral Vascular Surgery   Read: Chapter 21, General Surgery   Read: Chapter 21, General Surgery   Read: Chapter 21, General Surgery   Read: Chapter 12, General Surgery   Read: Chapter 18, Endoscopic Surgery   Read: Chapter 18, Endoscopic Surgery   Read: Chapter 30, Pediatric Surgery   Read: Chapter 23, Genitourinary Surgery   Read: Chapter 25, Otolaryn-   Read: Chapter 12, Computed   Read: Chapte	SECTION	Principles & Practice, 4th ed.	•			
Read: Chapter 29, Cardio-thoracic Surgery   Section 28: Surgery & Anesthesia.   Transcribe: Cardiovascular/ Thoracic Surgery.   Section 3:   Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).   Section 4: Gastrointestinal Surgery   Surgery & Read: Chapter 21, General Surgery (ALL).   Section 5: Gastrointestinal Surgery   Surgery & Read: Chapter 18, Endoscopic Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.   Section 6: Genitourinary Surgery.   Read: Chapter 23, Genitourinary Surgery   Section 7: Head and Neck   Read: Chapter 25, Otolaryn-   Read: Chapter 12, Computed   Read: Chapter 25, Otolaryn-   Read: Chapter 12, Computed   MTWB Exercises: None.   Transcribe: Gastrointestinal Surgery, Dict. 7-10.   MTWB Exercises: Section 28: Surgery, Dict. 8-12   MTWB Exercises: None.   Transcribe: Gastrointestinal Surgery, Dict. 7-13.   MTWB Exercises: Section 28: Surgery, Dict. 7-13.   Section 6: Genitourinary Surgery.   Read: Chapter 19, Endoscopy Exercises: End of chapter.   Section 28: Surgery, Gastrointestinal Surgery, Dict. 7-13.   Section 6: Genitourinary Surgery.   Read: Chapter 13, Ultrasound.   Exercises: End of chapter.   Section 28: Surgery, Genitourinary Surgery, Dict. 7-13.   Section 7: Head and Neck   Read: Chapter 25, Otolaryn-   Read: Chapter 12, Computed   MTWB Exercises: None.   MTWB Exercis			Procedures in Medicine	-		
Cardiovascular/Thoracic   Surgery   Section 2K: Surgery: General   Surgery & Anesthesia.   Transcribe: Cardiovascular/   Thoracic Surgery, Dict. 1-7				, , , , ,		
Surgery  Section 3: Cardiovascular/Thoracic Surgery  Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).  Section 4: Gastrointestinal Surgery  Read: Chapter 21, General Surgery Surgery Surgery, Sections I-IV (about 78 pages)  Section 5: Gastrointestinal Surgery  Read: Chapter 18, Endoscopic Surgery, & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery. Section 6: Genitourinary Surgery  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 23, Genitourinary Surgery.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  Surgery & Robetics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Read: Chapter 13, Ultrasound. Exercises: Section 2K: Surgery, Genitourinary Surgery.  MTWB Exercises: Section 2K: Surgery, Gastro-intestinal Surgery, Dict. 7-13.  MTWB Exercises: Section 2K: Surgery, Gastro-intestinal Surgery, Dict. 7-13.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Transcribe: Genitourinary System.  Transcribe: Genitourinary System.  Transcribe: Genitourinary Surgery, Dict. 1-10.  Read: Chapter 12, Computed  MTWB Exercises: None.			No assignment.			
Section 3: Cardiovascular/Thoracic Surgery  Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).  Section 4: Gastrointestinal Surgery  Section 5: Gastrointestinal Surgery  Section 5: Gastrointestinal Surgery  Read: Chapter 18, Endoscopic Surgery Surgery  Read: Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery  Read: Chapter 23, Genitourinary Surgery.  Section 6: Genitourinary Surgery  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  MTWB Exercises: Section 2K: Surgery, Cardiovascular/ Thoracic Surgery:	Cardiovascular/Thoracic	thoracic Surgery.				
Thoracic Surgery, Dict. 1-7   Section 3: Cardiovascular/Thoracic Surgery	Surgery					
Read: Read Chapter 28, Peripheral Vascular Surgery (ALL).   No assignment.   Section 2K: Surgery: Cardio-vascular & Respiratory.   Transcribe: Cardiovascular/ Thoracic Surgery, Dict. 8-12						
Cardiovascular/Thoracic   Peripheral Vascular Surgery (ALL).   Section 4: Gastrointestinal   Surgery   Section 4: Gastrointestinal   Surgery   Section 5: Gastrointestinal   Surgery   Section 5: Gastrointestinal   Surgery   Section 5: Gastrointestinal   Surgery   Section 5: Gastrointestinal   Surgery   S				Thoracic Surgery, Dict. 1-7		
Surgery  (ALL).  Read: Chapter 21, General Surgery, Sections I-IV (about 78 pages)  Section 5: Gastrointestinal Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery  Surgery  Read: Chapter 23, Genitourinary Surgery  Read: Chapter 23, Genitourinary Surgery.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Vascular & Respiratory.  Transcribe: Cardiovascular/ Thoracic Surgery.  No assignment.  MTWB Exercises: None.  Transcribe: Gastrointestinal Surgery, Gastrointestinal Surgery, Gastrointestinal System.  Transcribe: Gastrointestinal Surgery, Dict. 7-13.  MTWB Exercises: Section 2K: Surgery, Gastrointestinal Surgery, Dict. 7-13.  MTWB Exercises: Section 2K: Surgery, Genitourinary Surgery.  MTWB Exercises: Section 2K: Surgery, Genitourinary Surgery, Genitourinary Surgery, Dict. 1-10.  MTWB Exercises: None.	Section 3:	Read: Read Chapter 28,	No assignment.	MTWB Exercises:		
Section 4: Gastrointestinal Surgery, Sections I-IV (about 78 pages)  Section 5: Gastrointestinal Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery  Surgery  Read: Chapter 23, Genitourinary Surgery.  Section 6: Genitourinary Surgery.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  Transcribe: Cardiovascular/ Thoracic Surgery, Dict. 8-12  MTWB Exercises: None.  Transcribe: Gastrointestinal Surgery, Dict. 1-6.  MTWB Exercises: Section 2K: Surgery, Gastrointestinal Surgery, Dict. 7-13.  MTWB Exercises: Section 2K: Surgery, Dict. 7-13.  MTWB Exercises: Section 2K: Surgery, Genitourinary Surgery.  Transcribe: Genitourinary Surgery.  MTWB Exercises: Section 2K: Surgery, Genitourinary Surgery.  MTWB Exercises: None.	Cardiovascular/Thoracic	Peripheral Vascular Surgery				
Section 4: Gastrointestinal Surgery Sections I-IV (about 78 pages)  Section 5: Gastrointestinal Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery Surgery Surgery Surgery Section 7: Head and Neck  Read: Chapter 21, General Surgery (about 78 pages)  No assignment.  No assignment.  MTWB Exercises: None.  Transcribe: Gastrointestinal Surgery, Dict. 1-6.  Read: Chapter 9, Endoscopy Exercises: End of chapter.  Read: Chapter 9, Endoscopy Exercises: Section 2K: Surgery, Gastrointestinal Surgery, Dict. 7-13.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Transcribe: Gastrointestinal Surgery, Genitourinary Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Transcribe: Genitourinary Surgery, Genitourinary Surgery, Dict. 1-10.  Read: Chapter 12, Computed  MTWB Exercises: None.	Surgery	(ALL).				
Read: Chapter 21, General Surgery, Sections I-IV (about 78 pages)   No assignment.   MTWB Exercises: None. Transcribe: Gastrointestinal Surgery, Dict. 1-6.				Transcribe: Cardiovascular/		
Surgery Surgery, Sections I-IV (about 78 pages)  Read: Chapter 18, Endoscopic Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery Surgery Section 6: Genitourinary Surgery Section 7: Head and Neck  Surgery, Sections I-IV (about 78 pages)  Read: Chapter 18, Endoscopic Surgery, Exercises: End of chapter 9, Endoscopy Exercises: End of chapter.  Read: Chapter 30, Pediatric Surgery.  Read: Chapter 30, Pediatric Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Section 2K: Surgery, Genitourinary Surgery, Genitourinary Surgery, Genitourinary Surgery, Dict. 1-10.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  MTWB Exercises: None.				Thoracic Surgery, Dict. 8-12		
Read: Chapter 18, Endoscopic Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.   Read: Chapter 23, Genitourinary Surgery   Genitourinary Surgery.   Read: Chapter 13, Ultrasound.   Exercises: End of chapter.   MTWB Exercises: Section 2K: Surgery, Gastro-intestinal Surgery, Dict. 7-13.	Section 4: Gastrointestinal	Read: Chapter 21, General	No assignment.	MTWB Exercises: None.		
Section 5: Gastrointestinal   Read: Chapter 18, Endoscopic   Surgery & Robotics (Stop at Robotics); Chapter 30,   Pediatric Surgery.	Surgery	Surgery, Sections I-IV (about		Transcribe: Gastrointestinal		
Section 5: Gastrointestinal SurgeryRead: 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, Gastro- intestinal System. Transcribe: Gastrointestinal Surgery, Dict. 7-13.Section 6: Genitourinary SurgeryRead: Chapter 23, Genitourinary Surgery.Read: Chapter 13, Ultrasound. Exercises: End of chapter.MTWB Exercises: Section 2K: Surgery, Genito- urinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.Section 7: Head and NeckRead: Chapter 25, Otolaryn-Read: Chapter 12, ComputedMTWB Exercises: None.		78 pages)		Surgery, Dict. 1-6.		
Surgery Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.  Section 6: Genitourinary Surgery Surgery Section 6: Genitourinary Surgery Surgery Surgery Surgery Surgery Section 6: Genitourinary Surgery Surg	Section 5: Gastrointestinal	Read: Chapter 18, Endoscopic	Read: Chapter 9, Endoscopy			
Robotics); Chapter 30, Pediatric Surgery.  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Section 2K: Surgery, Genitourinary System. Transcribe: Genitourinary System. Transcribe: Genitourinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  MTWB Exercises: None.	Surgery			Section 2K: Surgery, Gastro-		
Pediatric Surgery.  Read: Chapter 23, Genitourinary Surgery.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Read: Chapter 13, Ultrasound. Exercises: End of chapter.  Section 2K: Surgery, Genitourinary System. Transcribe: Genitourinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.  Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  MTWB Exercises: None.				intestinal System.		
Section 6: Genitourinary SurgeryRead: Chapter 23, Genitourinary Surgery.Read: Chapter 13, Ultrasound. Exercises: End of chapter.MTWB Exercises: Section 2K: Surgery, Genito- urinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.Section 7: Head and NeckRead: Chapter 25, Otolaryn-Read: Chapter 12, ComputedMTWB Exercises: None.		Pediatric Surgery.				
Section 6: Genitourinary SurgeryRead: Chapter 23, Genitourinary Surgery.Read: Chapter 13, Ultrasound. Exercises: End of chapter.MTWB Exercises: Section 2K: Surgery, Genito- urinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.Section 7: Head and NeckRead: Chapter 25, Otolaryn-Read: Chapter 12, ComputedMTWB Exercises: None.				Surgery, Dict. 7-13.		
Surgery Genitourinary Surgery. Exercises: End of chapter. Section 2K: Surgery, Genitourinary System. Transcribe: Genitourinary Surgery, Dict. 1-10. Section 7: Head and Neck Read: Chapter 25, Otolaryn- Read: Chapter 12, Computed MTWB Exercises: None.	Section 6: Genitourinary	Read: Chapter 23,	Read: Chapter 13, Ultrasound.			
wrinary System. Transcribe: Genitourinary Surgery, Dict. 1-10.  Section 7: Head and Neck Read: Chapter 25, Otolaryn- Read: Chapter 12, Computed MTWB Exercises: None.	-		_ ·	Section 2K: Surgery, Genito-		
Section 7: Head and Neck  Read: Chapter 25, Otolaryn-  Read: Chapter 12, Computed  Transcribe: Genitourinary Surgery, Dict. 1-10.  MTWB Exercises: None.						
Section 7: Head and Neck Read: Chapter 25, Otolaryn- Read: Chapter 12, Computed MTWB Exercises: None.						
Section 7: Head and Neck Read: Chapter 25, Otolaryn- Read: Chapter 12, Computed MTWB Exercises: None.				Surgery, Dict. 1-10.		
	Section 7: Head and Neck	Read: Chapter 25, Otolaryn-	Read: Chapter 12, Computed			
Surgery   gologic, Oral, and Maxillo-   Tomography.   Transcribe: Head and Neck	Surgery	gologic, Oral, and Maxillo-	Tomography.	Transcribe: Head and Neck		
facial Surgery, Sections 1-III. <b>Exercises</b> : End of chapter. Surgery, Dict. 1-9.				Surgery, Dict. 1-9.		
			1			
Section 8: Head and Neck Read: Chapter 24, Ophthalmic Read: Chapter 14, Magnetic MTWB Exercises:	Section 8: Head and Neck	Read: Chapter 24, Ophthalmic	Read: Chapter 14, Magnetic	MTWB Exercises:		
Surgery Surgery: Resonance Imaging. Section 2K: Surgery: Ears,		= =		Section 2K: Surgery: Ears,		
<b>Exercises</b> : End of chapter. Nose, and Throat and Eyes.						
Transcribe: Head and Neck			1			
Surgery, Dict. 10-17						

**Intermediate Medical Transcription—Surgery Transcription** 

Three mediate victoral transcription—Surgery transcription					
Course and Textbooks	Surgical Technology:	Laboratory Medicine	Surgery Transcription		
SECTION	Principles & Practice, 4th ed.	Lab Tests & Diagnostic	Practice		
		Procedures in Medicine	The Medical Transcription		
			Workbook, 2nd ed. (MTWB)		
Section 9: Neurosurgery	Read: Chapter 31,	Read: Chapter 15, Nuclear	MTWB Exercises:		
	Neurosurgery.	Imaging.	Section 2K: Surgery: Nervous		
		<b>Exercises</b> : End of chapter.	System.		
			Transcribe: Neurosurgery.		
			Dict. 1-7.		
Section 10: Ob/Gyn Surgery	Read: Chapter 22, Gyneco-	No assignment.	MTWB Exercises: None.		
	logical and Obstetrical		Transcribe: Ob/Gyn Surgery,		
	Surgery.		Dict. 1-6.		
Section 11: Ob/Gyn Surgery	Read: Chapter 19, Diagnostic	Read: Chapter 16: Normal	MTWB Exercises:		
	Procedures	Anatomy & Physiology.	Section 2K: Surgery: Female		
		<b>Exercises</b> : End of chapter.	Reproductive System.		
		•	Transcribe: Ob/Gyn Surgery,		
			Dict. 7-14.		
Section 12: Orthopedic	Read: Chapter 27, Orthopedic	No assignment.	MTWB Exercises: None.		
Surgery	Surgery.	9	Transcribe: Orthopedic		
			Surgery, Dict. 1-8.		
Section 13: Orthopedic	Read: Chapter 7, Micro-	Read: Chapter 17, Pathologic	MTWB Exercises:		
Surgery	biology and the Process of	Procedures & Practice.	Section 2K: Surgery: Musculo-		
	Infection.	Exercises: End of chapter.	skeletal System.		
			Transcribe: Orthopedic		
			Surgery, Dict. 9-15.		
Section 14: Plastic Surgery	Read: Chapter 25, Otolaryn-	Read: Chapter 18, Pathologic	MTWB Exercises: None.		
8 7	gologic, Oral, and Maxillo-	Change & Diagnosis.	Transcribe: Plastic Surgery,		
	facial Surgery, Section IV (to	Exercises: End of chapter.	Dict. 1-7.		
	end of chapter); Chapter 21,				
	General Surgery, Section V (to				
	end of chapter).				
Section 15: Plastic Surgery	Read: Chapter 26, Plastic &	No assignment.	MTWB Exercises:		
a contract to the contract of	Reconstructive Surgery.	- · · · · · · · · · · · · · · · · · · ·	Section 2K: Surgery, Integu-		
			mentary System.		
			Transcribe: Plastic Surgery,		
			Dict. 8-15.		