

## MEDICAL TRANSCRIPTION FAQ

**Q.** Which text should I use for a beginning level course?

**A.** For a **beginning level course** use *Hillcrest Medical Center: Beginning Medical Transcription Course, 7E*. This text is designed for those who want to learn beginning medical transcription.

**Q.** Which text should I use for an advanced level course?

**A.** For an **advanced level course** use *Forrest General Medical Center Advanced Medical Transcription Course, 3E* this text presents learning activities that will develop and refine medical transcription skills to a competitive level.

**Q.** What is the difference between studio recordings and live dictation?

**A.** Studio recordings are dictation that has been recorded by actors reading from a script and **live dictation** or **physician recorded dictation** is dictation recorded by an actual physician.

**Q.** Which of our Medical Transcription texts have live dictation and which have studio recordings?

**A.** Both Hillcrest and Forrest General feature studio recordings and *The Dictated Word* has live dictation.

**Q.** How long are the exercises on the Audio Transcription Exercises on CD to accompany Hillcrest?

**A.** The total time is **approximately 15 hours**.

**Q.** How long are the exercises on the Audio Transcription Exercises on CD to accompany Forrest General?

**A.** The total time is **13 hours and 56 minutes**.

**Q.** How many hours of physician-recorded dictation are included with *The Dictated Word*?

**A.** There are over **15 hours of dictation**.

**Q. Are a variety of accents represented on the Audio Transcription Exercises for this edition of Hillcrest?**

**A.** Yes. This edition of Hillcrest incorporates multicultural accents into the audio dictation. There are **21 distinct voices included on the audio transcriptions** for the 7th edition. **Over 10 different accents** are represented, including various regional accents from the U.S. along with foreign accents such as Indian and Hispanic. Additionally, the recordings incorporate various background noises, such as office and hospital settings, to reflect where physicians may be located when dictating medical reports.

**Q. What is the difference between the Audio Transcription Exercises on CD that are bundled with the book and the Audio Transcription Exercises on CD sold separately?**

**A.** The Student Edition Audio Transcription Exercises on CD that is bundled is for individual use only and cannot be duplicated. The Audio Transcription Exercises on CD that are not bundled is an institutional purchase and has duplication rights. This institutional purchase does not have an expiration date. The institutional purchase of the audio CD is a standard license agreement.

**Q. Are the Audio Transcription Exercises on CD available in mp3 format?**

**A.** The files contained on the CD-ROMs are already in **mp3 format**, eliminating the need for an instructor or student to access a separate set of files on an online companion (such as with the previous edition). We have also eliminated audiotapes for this edition.

**Q. How many audio CDs are included with Hillcrest and/or Forrest General textbooks?**

**A.** No, Audio CDs come are included with either Hillcrest or Forrest General. Hillcrest includes a back of the book **StudyWARE™ CD** but Forrest General does not.

**Q. Can the Audio Transcription Exercises be purchased without the respective books?**

**A.** The Student Edition Audio Transcription Exercises must be bundled with the book, but the Audio Transcription Exercises are available for institutional purchase.

**Q. What is included in the Martel All N' One Transcription package?**

**A.** A headset with a microphone, foot pedal control, and a CD containing software for installation.

**Q.** Can the Martel All N' One Transcription package be sold separately?

**A.** No, it cannot be sold separately because it is a distributed product. It must be bundled with a Cengage Learning product.

**Q.** If you are having technical difficulties and/or need more information regarding the Martel All N' One Transcription package, who should be contacted?

**A.** Martel Technical Support. The phone number for technical support at Martel is **1-800-553-5536 ext. 107** or email **austin@marteldirect.com**.

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Whether you are looking to locate resources to enhance your Medical Transcription courses, learn more about our partnerships, or become an author or reviewer, our **NEW Medical Transcription Community Site** is just what you need!



- View **sample chapters** and learn what **new titles** are coming soon.
- **View demos** of our latest and most popular technology products.
- Find out what **Events and Conventions** are coming up.
- Easily access **Learning Resources** that accompany your Delmar Medical Transcription texts.
- Contact your Delmar, Cengage Learning **Sales Representative**.



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