

# REPORTERS TRANSCRIPTION CENTER

*"Put your words in our hands."*

## TRANSCRIPTION "KNOW HOW"

VOLUME 1 ISSUE 9

OCTOBER 2007

### Renaming MS Word Files

The vast majority of RTC clients receive their documents from us as MS Word documents (file ends with extension .doc). The file name used for each individual document generally consists of the Patient Name (Last, First) followed by our system generated job number. The result looks like this:

**Smith, John03-01040872.doc.**

Since the file name is based on the patient's name, the naming process uses the direct input of the transcriptionist as heard in the dictation. Incorrect file names occur when the patient's name is misspelled or the First and Last names are reversed. You will also see file names with blanks when no name is dictated or the dictator is unclear in speaking some or all of the patient's name, as in the following examples:

\_\_\_\_\_, **John03-01040872.doc**

\_\_\_\_\_, \_\_\_\_\_ **03-01040872.doc**

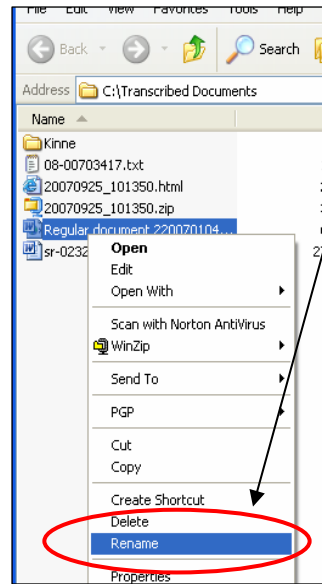
**Inaudible, Inaudible03-01040872.doc.**

Remember, to minimize the misspelling of patient names, please fax your daily patient schedules to (267) 295-2049.

Because files are stored alphabetically in their folder when you download them, someone looking for a specific patient's report may not find it because of an incorrect file name. For example, if RTC wrongly typed the First Name, Last Name (John, Smith03-01040872.doc) or the Last Name was a blank or inaudible (Inaudible, John03-01040872.doc), someone looking for a document for patient John Smith may not find it because they are looking for Smith under the "S" files. You might not be able to track down the wrongly named file, but you could check under the "J's" for John, or under the "I's" for inaudible.

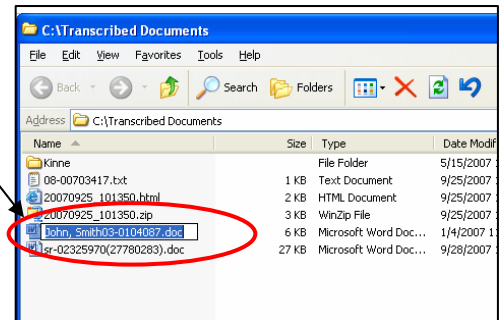
Once the correct report is found, there is a mechanism for changing the name of the saved file so that Smith, John03-01040872.doc becomes the correct name of the file. To accomplish this, the file needs to be renamed. Here's how to rename the file.

The first step to renaming is to open the folder where the document is stored. When you find the file in question put your



cursor on the file and right-click the mouse. A window will open and you can now select **Rename** with a left mouse click. This will highlight the file for renaming.

The cursor is blinking in the highlighted box and you can simply type in the new file name and hit **Enter**.



If you want to include the original job number along with the Patient's Last, First Name be sure to jot down the job number before you rename. Once you start to type the new name, the incorrect file name disappears along with the job number. To just rename the name portion within the rename box, place and click your cursor before the job number. You can backspace out the wrong name and type in the correct name.

Now that the file is renamed, the next time you open the folder where your documents are stored, the file name will be correct and it will be listed in proper alphabetical order.

# The Book of Style

The bible for medical transcriptionists is *The AAMT Book of Style for Medical Transcription, Second Edition*. The dedication for this all important reference book says, "To all medical transcriptionists, most especially to those who place quality before quantity and who practice medical transcription as both an art and a science."

As the professional association for medical transcription, AAMT (recently changing its name to the Association for Healthcare Document Integrity - AHDI) is the recognized leader in acknowledging and establishing medical transcription styles, forms, and practices, the art and science of the industry. The *Book of Style* represents AAMT's most complete conclusions for a wide variety of style topics.

With the Second Edition, published in 2002, several style changes were recommended. From time to time, I will highlight a recommended change. One change I'd like to discuss is with respect to correct formatting of numbers.

I learned that for the numbers one to nine, these should always be spelled out, while numbers 10 and higher should be typed using numerals. I am sure many of you learned this style as well. *The Book of Style, Second Edition*, changes its conclusion about how numbers should be typed. The "new" rule is, "Numerals, or figures, stand out from the surrounding text and serve a functional purpose in medical reports, where they should be used almost exclusively as opposed to spell-out numbers."

She was seen in the emergency room 1 hour after the accident.

He tried 3 different medications without success.

The specimen weighed less than 2 pounds.

The *Book of Style* goes on to point out that there are always exceptions to any rule, and judgment and discretion are needed when deciding whether to use numerals or spell out numbers. One exception is in adjacent numbers. When two numbers are consecutive, spell out one of them to avoid confusion.

The patient was instructed to drink eight 8-ounce glasses of GoLYTELY before bedtime.

Discharge Medication: Os-Cal 500 one daily.

RTC is beginning to incorporate this change into its practice so you will see more numerals used and fewer spelled out numbers. If you have questions or concerns about this, please give me a call and we can discuss this change.

~~~Linda Best



## Help Desk

1-888-813-9498

Please call this number for all calls to  
Reporters Transcription Center

If something is not correct related to your documents, or if there is something we're doing that you wish we would or would not do, please don't hesitate to call us. We can't make you happy if we don't know what is dissatisfying you.

## Bloopers: Dictation or transcription???

Thank you for your kind referral. We will keep you informed of the patient's progress.

I've asked him to call and let me know who he's feeling this week.

Patient called and left word that he had expired last week.

When she fainted her eyes rolled around the room.

Bleeding began in the rectal area and continued all the way to Los Angeles.

She does admit to bruxism with what few teeth she has.

She smokes one glass of alcohol per week.

She is not clear on why she has seen me in the past, but states that whatever I treated her for had cleared up with whatever treatment I had given her.

The patient left the hospital feeling much better except for her original complaint.

"Behold the turtle. He only makes **progress** when he sticks his neck out."

James Bryant Conant (1893 - 1978)  
American chemist and university president