



CANDIDATE GUIDE

for the

AHDI Registered Medical Transcriptionist (RMT) Exam

September 10, 2007

This Guide contains information about the Registered Medical Transcriptionist (RMT) exam developed by the Association for Healthcare Documentation Integrity (AHDI) and administered by Prometric, a part of the Thomson Corporation. **Contents of this guide and policies and procedures concerning the exam are subject to change.** All correspondence and requests for information concerning credentialing of medical transcriptionists and the content of the RMT exam should be directed to:

Credentialing at AHDI

4230 Kiernan Avenue Suite 130
Modesto, CA 95354-0550
Phone: 800-982-2182 or 209-527-9620
Fax: 209-527-9633
Email: credentialing@ahdionline.org
Web: www.ahdionline.org

Questions about test sites and scheduling should be directed to:

Prometric, a part of the Thomson Corporation

Phone: 1-800-928-5662
Web: www.prometric.com

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Candidate Guide for the AHDI RMT Exam

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Candidate Guide for the AHDI RMT Exam

INTRODUCTION

AHDI

The Association for Healthcare Documentation Integrity (AHDI) is a not-for-profit professional association incorporated in California in February 1978, with headquarters in Modesto, California. AHDI is the world's largest association for medical transcription. The mission of AHDI is to lead the evolution of medical transcription and to represent and advance the profession and its practitioners.

AHDI offers information about the profession of medical transcription, provides continuing education for medical transcriptionists, and enhances communication among those allied with the profession of medical transcription.

AHDI offers two voluntary credentials for medical transcription practitioners. The Certified Medical Transcriptionist (CMT) credential is a level 2 credential, based on the AHDI Medical Transcriptionist Job Description. Please see the CMT Candidate Guide for more information about the CMT credential.

The Registered Medical Transcriptionist (RMT) exam is based on the level 1 AHDI Medical Transcriptionist Job Description and the competencies outlined in the AHDI Core Competencies and the AHDI Model Curriculum. It is a voluntary credentialing exam for individuals who wish to become Registered Medical Transcriptionists. The exam is administered by an outside testing agency (see "Prometric" below). In offering credentialing exams for medical transcriptionists, AHDI is protecting the public interest by promoting professional standards, improving the practice of medical transcription, and recognizing those professionals who demonstrate competency through the fulfillment of stated requirements.

Prometric

AHDI's credentialing exams are administered by Prometric, an independent testing company that focuses on the assessment of professional and occupational competence. As a full-service testing agency, Prometric provides expertise and support to associations, state credentialing agencies, and private industry in the development, scoring, and reporting of exams. Exam services supported by Prometric include national licensure and certification programs as well as diagnostic programs within the health professions and private industry.

The cost for developing the RMT exam was underwritten by Thomson Prometric, and in exchange for waiving test development and administration fees, Thomson Prometric has been granted an exclusive license to market and deliver the RMT test to any client and candidate within the Asia-Pacific (APAC) market—defined as countries including Australia, Bangladesh, China, Hong Kong, India, Indonesia, Japan, Kazakhstan, Malaysia, Nepal, New Zealand, Pakistan, Korea, Singapore, Taiwan, and Thailand.

Candidates are required to execute an appropriate release of liability of Prometric and of AHDI for claims arising in connection with the exam.

The terms "RMT exam," "credentialing exam," and "AHDI exam" may be used interchangeably throughout this booklet.

THE AHDI RMT EXAM

Development of the RMT Exam

AHDI has overall responsibility for test development and administration; however, Prometric administers and provides psychometric guidance for the testing program. AHDI's Credentialing Development Team, a representative group of CMTs and one RMT who are content experts, has been trained to develop and review test

questions and materials before these materials are used on exams to assure relevancy and accuracy. The team also helps provide the job-related perspective that underlies valid exams. Each question is evaluated prior to its acceptance as a valid test item. The Credentialing Development Team maintains responsibility for determining the exam content outline and test specifications, maintains an item bank of approved test items, approves the individual tests for administration, and with psychometric guidance sets the passing score for successful achievement.

The credentialing department at AHDI determines individual eligibility for exam admission. Based on test specifications developed by AHDI, Prometric prepares and administers the individual tests approved by AHDI. Prometric is also responsible for procuring and maintaining testing sites, test security, test administration, the scoring and statistical analysis of the exam, and related functions.

The RMT exam is designed to assess competency in medical transcription by determining if a candidate has the core knowledge and skills needed to practice medical transcription effectively in today's healthcare environment. AHDI recommends that candidates possess the knowledge and skills identified as Level 1 in AHDI's "Medical Transcriptionist Job Descriptions," as well as the competencies outlined in the AHDI Core Competencies document, before attempting to take the exam. The RMT Exam content outline is detailed in Appendix A. Potential candidates for the exam are advised to review the outlines and assess their knowledge and skills to determine their readiness for the exam. Sample questions are provided in Appendix B

Individuals who successfully complete this AHDI credentialing process are recognized as Registered Medical Transcriptionists and are entitled to use the RMT designation. The credential is valid for three years. Upon passing the exam, each RMT receives a wall certificate that shows the date the credential is obtained and the date through which the credential is valid (renewal date). Current RMTs may also download a copy of their certificate from the AHDI website for free, and order an RMT lapel pin from AHDI for a nominal fee.

Renewal of the RMT Credential

The RMT credential will be effective for three years. The RMT may renew the credential by taking an independent study course, passing the final exam for the course, and paying a credential renewal fee at the end of each three-year cycle. This course will be developed by AHDI at least one year prior to the end of the first recertification cycle for the RMT. A reasonable fee based on development and administrative costs will be charged for the course. Policies and requirements for renewal of the RMT will be outlined in the *Renewal Guidelines for RMTs*, which AHDI will publish and update periodically.

Privacy

The credential status of an individual is public information, and AHDI will respond to oral or written requests for verification, credential status (current, never credentialed, credential lapsed, or credential revoked), date of credential, cycle ending date, and reason credential is no longer current (if the case) may be released.

Description of the RMT Exam Content

The AHDI Registered Medical Transcriptionist (RMT) Exam consists of both medical transcription-related knowledge items and transcription performance items.

The Medical Transcription-related Knowledge portion of the exam consists of multiple-choice questions in the content areas and percentages listed in Appendix A of this Candidate Guide.

The Transcription Performance portion of the exam consists of short items employing medical dictation and/or transcription that must be transcribed, proofread, and/or edited. It consists of dictation that is realistic and representative of that encountered under actual working conditions. The content areas and issues tested are listed in Appendix A of this Candidate Guide. Dictation is selected for its appropriate medical content. The practical portion of the exam is designed to test a candidate's knowledge, skills, and abilities to practice medical transcription effectively in today's healthcare environment. Emphasis in the practical portion of the exam is more on critical

thinking skills rather than keyboarding, research, or other technical skills.

Eligibility and Requirements

Candidates may sit for the AHDI RMT exam solely with the bona fide intent and purpose of seeking an AHDI credential and for no other purpose. Individuals who already possess the RMT or CMT credential are not eligible to take the examination.

Medical transcriptionists (MTs) who are recent graduates of medical transcription education programs, MTs with fewer than two years' experience in acute care, and MTs practicing in single-specialty, clinic, radiology, and pathology areas are eligible to take the RMT exam. MTs who are eligible to take the CMT examination are encouraged to do so but will still be allowed take the RMT exam if they prefer. Current CMTs are *not* allowed to sit for the RMT exam.

The exam targets the level 1 medical transcriptionist as defined in the "Medical Transcriptionist Job Descriptions" published by AHDI (found on AHDI's website). This document describes the level 1 MT as a medical language specialist who transcribes dictation by physicians and other healthcare providers in order to document patient care. The incumbent will likely need assistance to interpret dictation that is unclear or inconsistent, or make use of professional reference materials. The nature of the work performed (type of report or correspondence, medical specialty, originator) is repetitive or patterned, not requiring extensive depth and/or breadth of experience. The AHDI Core Competencies and the AHDI Model Curriculum were also used to develop this exam.

Candidates are advised to first assess their skills and knowledge of the content areas outlined In Appendix A of this Candidate Guide and prepare accordingly before registering to take the exam.

Method of Testing

The exam is administered by Prometric at their testing centers. It is available year-round at multiple sites located domestically in the U.S. and internationally throughout the world. The candidate will sit at a computer where responses will be recorded. A headphone is provided for listening to the audio clips on the practical portion of the exam (part 2). No foot pedal is provided. The candidate will operate a WAV player using a mouse. There will be no spelling checker or abbreviation expander, and no references of any kind will be allowed in the testing area.

The exam is divided into two sections: Medical Transcription-related Knowledge and Transcription Performance. The candidate is allowed to change answers, mark questions for review, and review skipped questions within a single section of the exam.

Candidates should plan to spend a little over 4 hours at the testing center. On the day of the exam, the candidate will have an opportunity to go through a tutorial on the computer that will be used for the exam. The candidate will be allowed 15 minutes for the tutorial to become familiar with the computer software and WAV player. That time will not reduce the time allotted to take the exam. When the candidate feels comfortable, the exam may begin. Timing of the exam begins the moment the candidate looks at the first exam question.

In addition to the beginning tutorial, there is a break of 15 minutes between the two sections, and a survey at the end of the exam. The testing computer will automatically shut down at the end of the allotted time.

Applying to Take the Exam

To take the RMT Exam, candidates must first apply to AHDI, submitting their full name as it appears on the official government-issued photo ID they will use for identification purposes, address, phone number, and email address. An application form will be available on AHDI's website. The application may be submitted to AHDI via the online link or via email, fax, or mail. All information needed to complete the application should be included.

An Authorization to Test letter, including instructions for registering with Prometric, will be sent to the candidate within **two weeks** of submitting an application.

Test Center Locations

Testing centers are located throughout the US, in addition to multiple international locations. To locate the nearest or most convenient test site, go to the Prometric website at www.Prometric.com.

Scheduling an Exam Date

Upon receipt of the Authorization to Test, the candidate may use the Prometric website (www.prometric.com), call Prometric toll-free at 1-800-982-5662, or contact the specific test center directly to schedule an exam date.

Candidates must provide Prometric with their name, their AHDI ID number, and the name of the exam to be taken as found on the Authorization to Test letter (e.g., AHDI RMT Exam "A").

Fees and Payment

CATEGORY	REGION	PRICE
Member	All counties except APAC & Europe	\$120.00 U.S. dollars
Member	Europe Only	\$200.00 U.S. dollars
Member/Nonmember	APAC Only	\$75.00 U.S. dollars
Nonmember	All countries except APAC & Europe	\$200.00 U.S. dollars
Nonmember	Europe Only	\$280.00 U.S. dollars

The registration fee is \$120 (U.S. dollars) for AHDI members or \$200 for nonmembers. The registration fee for APAC candidates has been set by Prometric at \$75 U.S. Payment must be made to Prometric at the time of registration. Acceptable methods of payment are credit card (Visa, MasterCard, or American Express) or electronic check. No paper checks or cash will be accepted, and an exam date will not be scheduled until payment is made.

Cancellations and Rescheduling

Candidates who wish to cancel or reschedule an exam may do so without forfeiting their exam fee if they make the change before noon Eastern Standard Time at least two (2) business days before the originally scheduled date. If a candidate changes or cancels a test after this two-day period, no refund will be given.

Cancellations and changes must be made and confirmed through the Prometric registration website, through the Interactive Voice Response (IVR) system, or by direct contact with Prometric's Candidate Services Contact Center or test site personnel. Leaving a message on a recorder or by voice mail (except through the IVR system) is not sufficient to confirm a cancellation or a change and may result in forfeiture of the exam fee.

Prometric reserves the right to charge candidates a rescheduling or cancellation fee.

No Refund for No-show or Late Arrival

A candidate who fails to appear for a scheduled test or presents more than fifteen (15) minutes late may be refused admission to the test center with no refund given.

Canceled or Delayed Exam

Exam administrations will be delayed or canceled by Prometric only if an emergency such as severe weather or a natural disaster renders a test center inaccessible or unsafe for most candidates. Local radio stations may announce exam delays or cancellations. If the exam is cancelled due to no fault of the candidate, Prometric will offer to reschedule the candidate at no extra charge.

Equal Opportunity Policy

It is the policy of Prometric and AHDI to prohibit unlawful discrimination against any candidate based on race, color, religion, gender, age, sexual orientation, national origin, or disability, or on any other basis prohibited under applicable law. Candidates who may need special accommodation for a disability should follow the procedures set forth under the following section, "Special Exam Accommodations."

Special Exam Accommodations

Prometric certifies that it shall comply with the provisions of the Americans with Disabilities Act (42 USC Section 12101 et seq.) in accommodating candidates who, because of a disability, need special arrangements to enable them to take an exam. Exam sites in the US and Canada have access for candidates with disabilities. If a candidate requires special arrangements for testing because of a disabling condition, the candidate must ask for special accommodations when the application is submitted to AHDI. The request must include (1) a brief statement describing the services and/or modifications requested and (2) appropriate documentation from a professional qualified to diagnose the condition and verifying the need for such services/modifications. AHDI will arrange with Prometric to provide auxiliary aids and services, except where it may fundamentally alter the exam or results, or result in an undue burden.

Some special exam accommodations will require extra time for the administration of the exam. This will necessitate the exam being conducted on 2 consecutive testing days. On day 1 of special accommodations testing, there will be a tutorial and Part 1 of the examination (Medical Transcription-Related Knowledge, Objective Portion) will be administered. On day 2 of the special accommodations testing, there will again be a brief tutorial, Part 2 (Transcription Performance) of the examination and a short survey.

What to Take with You on Exam Day

On the day of the exam, the candidate must take the confirmation number provided by Prometric, and a currently valid government-issued photo ID to the test center. Acceptable forms of ID include a valid driver's license or other official government-issued photo identification card, military ID card, or passport. The name on the ID must exactly match the name in which registration to take the exam is made. For example, if the driver's license says Kathryn, the application for the exam and the appointment must be made with the name Kathryn (not Kathy). If proper identification is not presented, the candidate will not be allowed to test and no refund will be given.

Candidate Conduct

Applicants must agree to abide by the AHDI Code of Ethics. Reference materials may NOT be brought to the test site. Any candidate who gives or receives assistance from another candidate or otherwise engages in improper or disruptive behavior at the test site or at any time during the exam will be required to leave the room. In these circumstances, the candidate's exam will not be scored, the registration fee will not be refunded, and the situation will be reported to AHDI. The performance of all candidates is monitored and may be analyzed statistically for purposes of detecting misconduct. If it is determined that a score has questionable validity, AHDI will be notified and will determine whether the candidate's scores will be released. Appropriate action, up to and including legal action, may be taken against any individual who removes or attempts to remove exam material from the testing site or who engages in other exam-related misconduct. Candidates who violate security will not have their exams processed, and the registration fee will not be refunded.

Test Center Regulations

To ensure that all candidates are tested under comparable conditions, the following regulations and procedures are observed at each test center.

1. No unauthorized visitors will be admitted to the testing center.
2. Candidates are not permitted to bring dictionaries, books, notes, or papers of any kind (including scratch paper) into the testing room and are strongly urged not to bring such materials to the testing site. Cell phones are not permitted in the testing room. During the test, candidates found to have these items or any other aids, such as watch alarms, listening devices, or recording or photographic devices, will not be allowed to continue the test.
3. Candidates are not permitted to take personal belongings such as briefcases, purses, or bags into the testing room. Any such materials brought into the testing room will be placed in a locker and returned to the candidate when the test has been completed.
4. Candidates are not permitted to smoke during the test. Candidates are also not permitted to eat or drink during the exam, except by prior permission for a health-related condition (see "Special Accommodations" above).
5. Under no circumstances will candidates be permitted to work beyond the time allotted for the exam. Time limits are generous; everyone should have ample time to answer all questions and check all work.
6. Candidates may not leave the room during the exam (except during a break between the two sections).
7. Candidates discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; misrepresenting their identity; or removing test materials or notes from the testing room—may be summarily dismissed from the exam and will be reported to AHDI. In that event, the candidate's exam will not be scored, and the registration fee will not be refunded.
8. Candidates who arrive late may not be admitted.
9. Prometric reserves the right to refuse admission to the AHDI exam if a candidate does not provide identification acceptable to Prometric, or if a candidate arrives after the scheduled date and time for the exam. The name on the ID must exactly match the name in which registration to take the exam is made. For example, if the driver's license says Kathryn, the application for the exam and the appointment must be made with the name Kathryn (not Kathy).
10. Candidates may sit for the AHDI exam solely with the bona fide intent and purpose of seeking an AHDI credential and for no other purpose.
11. Test center proctors are authorized to assure a secure test site and proper test administration at their discretion, including relocation of candidates. Candidates are prohibited from communicating with other candidates in any way.

Note: Exam proctors are not familiar with the content of the AHDI RMT examination or AHDI requirements. They have been instructed not to advise candidates about the examination.

Exam Results

Results are available immediately upon completion of the exam (except during the beta test period when candidates had to wait approximately three months for their results). All candidates, regardless of pass or fail status, will be given a score report that shows where they need improvement.

Retake Policy

A candidate may not take this AHDI RMT exam more than twice in any 12-month period. If a candidate fails and wishes to retake the exam, he or she must wait until six (6) months have passed to re-apply to AHDI (see “Applying to Take the Exam” on page 6, above). The entire exam must be retaken, not just those sections which were failed. Although there is a six-month waiting period, there is no limit to the number of times a candidate may retake the exam. The registration fee is charged each time the exam is taken; there is no discount for retakes.

Appeals

All results are final. The exam has been carefully constructed to permit all possible correct responses as well as analyzed and reviewed in detail by the Credentialing Development Team and Prometric psychometricians and test development personnel to ensure accurate administration and scoring.

Change of Name/Mailing Address/Phone/Email

Notification of change of name and/or mailing address must be made in writing and sent to Credentialing at AHDI via email, fax, or mail. Please print or type all pertinent information.

NOTES

Special Note Regarding Changes to This Guide

AHDI's *Candidate Guide* describes the ordinary way the exam process is conducted and is subject to amendment at any time. AHDI also reserves the right to modify the method of exam administration at any time. *Please confirm use of most recent version of this Guide – check the website for the most current revision date.*

Special Note Regarding International Exam Delivery

The AHDI CMT Exam is available at many international Prometric Test Centers. Visit the Prometric website at www.Prometric.com to locate a test center in your desired location. Application to take the RMT exam internationally must be made to AHDI. An Authorization to Test ID will be issued by AHDI within 2 weeks of the application. This Authorization ID number will allow the candidate to schedule a date to take the RMT examination with Prometric. Payment must be made to Prometric at the time of scheduling the examination.

Appendix A

Exam Content Outline

Exam items are based on the content outline below in the percentages noted. Not all items may be covered on the exam, and additional areas may be added as the practice of medicine and medical transcription changes over time. For a detailed outline, see the RMT Detailed Blueprint.

Part 1 Multiple Choice (Cognitive)

Know English language (15%)
Know basic grammar rules.
Know punctuation rules.
Know English usage.
Know the spelling of English words.
Know medical transcription style (5%)
Know the basic medical report types and the elements of each.
Know the appropriate placement of dictated information in a medical report.
Know medical language (25%)
Know the meaning and spelling of prefixes, suffixes, combining forms, and root words.
Know commonly misspelled medical terms.
Know the plural forms of medical terms.
Know the meaning and spelling of documented medical abbreviations and acronyms.
Know the meaning and spelling of medical eponyms.
Know the meaning and spelling of medical homonyms and synonyms.
Know medical terminology and spelling related to anatomy/physiology.
Know terminology and spelling related to laboratory medicine.
Know terminology and spelling related to anatomic pathology.
Know terminology and spelling related to imaging studies.
Know terminology and spelling related to other diagnostic studies (e.g., EKG, EEG, EMG, etc.).
Know medical specialty terminology and spelling.
Know anatomy and physiology (25%)
Know the function and structure of organ systems.
Know disease processes (20%)
Know names, signs, symptoms, diagnosis, and treatment of common diseases and conditions.
Know medicolegal issues regarding the healthcare record (10%)
Know regulatory requirements (HIPAA, JCAHO, etc).
Know the purpose and content of the healthcare record (e.g. continuity of patient care, etc.).
Identify risk management issues.

Part 2 Content Outline (Practical)

Know English language.	19%
Know medical transcription style.	4%
Know medical language.	33%
Know anatomy and physiology.	26%
Know disease processes.	18%

Specialties Covered

Cardiovascular, gastroenterology, internal medicine, pulmonary medicine, neurology, psychiatry/psychology, otorhinolaryngology, dermatology, Ob-Gyn, orthopedic, urology, and ophthalmology, general surgery (basic).

Interpretability

Approximately 90% of the dictation in the performance section will be by clear dictators on clear recordings, while the remainder will be by dictators who may be difficult to understand or from recordings that are compromised in some other way.

Transcription Issues Covered

Transcription issues stressed a great deal will be spelling (soundalikes, frequently misspelled English and medical words), grammar, punctuation, units of measure, medical symbols, abbreviations, lab data, imaging data, and drug indications and dosages. Also covered will be risk management issues, inconsistencies, and American slang and colloquialisms.

Report Types

H&Ps, Consultations, Operation/Procedure Notes, Discharge Summaries, Radiology reports, Pathology reports, clinic notes, letters, and progress reports. Format styles and structure, however, are *not* covered.

Appendix B

Sample Questions

Part 1 (Cognitive)

[Correct answers are marked with an asterisk]

1. Family history is a section of what type of medical report?
 - A. Discharge Summary
 - *B. History and Physical**
 - C. Operative Report
 - D. Pathology Report
2. What is a combining form for mucus?
 - A. mi/o
 - B. myc/o
 - C. my/o
 - *D. myx/o**
3. Which of these abdominopelvic regions is located lowest in the body?
 - A. epigastric
 - B. hypochondriac
 - *C. hypogastric**
 - D. umbilical
4. Which plane divides the body into upper and lower portions?
 - A. coronal
 - B. frontal
 - C. sagittal
 - *D. transverse**
5. What is the term for inflammation of the intestines?
 - *A. enteritis**
 - B. nephritis
 - C. stomatitis
 - D. peritonitis
6. What is another term for radiology, the medical specialty concerned with the study of x-rays?
 - A. rentgenology
 - B. reontgenology
 - *C. roentgenology**
 - D. rontgenology
7. What body part(s) is imaged in intravenous pyelography?
 - A. blood vessels
 - B. esophagus, stomach, and small intestine
 - *C. renal pelvis of kidney and urinary tract**
 - D. uterus and fallopian tubes
8. What is the plural of bronchus?
 - *A. bronchi**
 - B. bronchii

- C. bronchuses
 - D. bronchae
9. What is another word for deglutition?
- A. biting
 - B. chewing
 - C. salivating
 - *D. swallowing**
10. What is the tiny ball of capillaries in the cortex of a kidney called?
- *A. glomerulus**
 - B. meatus
 - C. medulla
 - D. tubule
11. What is the term for swelling of the optic disk, usually due to increased intracranial pressure?
- A. ectropion
 - B. exophthalmos
 - *C. papilledema**
 - D. ptosis
12. Helicobacter pylori is the cause of which disease?
- A. cholelithiasis
 - B. cirrhosis
 - C. pancreatitis
 - *D. gastric ulcer**
13. Which of these abbreviations is an accepted abbreviation for hemoglobin?
- A. Hbn
 - B. Hg
 - *C. Hgb**
 - D. Hgn
14. Which of these medications is a diuretic?
- *A. Lasix**
 - B. Norvasc
 - C. Toprol-XL
 - D. Zestril
15. If the patient is having surgery on his abdomen, he would be placed on the operating table in which position?
- A. decubitus
 - B. lithotomy
 - C. prone
 - *D. supine**

Part 2 (Practical)

Some of the questions on part 2 consist of simply transcribing short dictation clips. These are called “free response” questions as the answers are transcribed in a text box. The instructions for these types of questions are “Click the Audio buttons to control dictation playback. Transcribe the dictation.” These clips will be quite short, from one to two sentences. Similar questions request that you transcribe material omitted from a paragraph while listening to an audio clip of the entire paragraph. The instructions for these types of questions are as follows: “Click the Audio

buttons to control dictation playback. Transcribe the omitted material.” Important note: If the omitted material is in the middle of a scenario (context paragraph), you do not have to transcribe a period, but if the omitted material appears at the end of the paragraph, you must transcribe a period.

A third type of question on the practical portion of the test includes the following instructions: “Click the Audio buttons to control dictation playback. Re-key the highlighted (bolded) portion correctly. If no errors, enter ‘Correct as is.’”

The above types of questions may be used to test your English language skills, spelling skills, usage knowledge, or medical terminology. There is no partial credit or weighted errors on these questions. If there is any error, the entire passage will be counted as incorrect. Therefore, it is important for you to proofread your responses and review your answers carefully. However, when there are multiple correct ways to transcribe a clip (e.g., with or without a comma, with or without an article, with or without an apostrophe, etc.), each of those ways will be included in the answer key.

Another type of question may ask you to listen to dictation and explain under which heading or in which type of report that dictation should be transcribed.

Proofreading questions may or may not have associated audio. Those without audio will have the following instructions: “Proofread the transcription and choose the correct option.” One of the options will be “Correct as is.” Proofreading questions with audio will have the following instructions: “Click the Audio buttons to control dictation playback. Proofread the transcription and choose the correct option.” Again, one of the options will be “Correct as is.”

Some actual examples follow.

1. Proofread the transcription and choose the correct option.

Though this may be the main problem complicating his underlying systemic cancer with brain metastasis, considering his cognition and motor difficulties, metastatic disease to the spine or meninges are also being considered.

- A. Correct as is.
- B. Though this may be the main problem complicating his underlying systemic cancer with brain metastasis considering his cognition and motor difficulties, metastatic disease to the spine or meninges are also being considered.
- C. Though this may be the main problem complicating his underlying systemic cancer with brain metastasis, considering his cognition and motor difficulties metastatic disease to the spine or meninges are also being considered.
- *D. Though this may be the main problem complicating his underlying systemic cancer with brain metastasis, considering his cognition and motor difficulties, metastatic disease to the spine or meninges is also being considered.**

2. Click the Audio buttons to control dictation playback. Listen to the dictation and choose the best option or correction.

Neither an AIDS patient nor anyone else would want (_____) health records posted on the Internet..

- * **A. his**
- B. their
- C. there
- D. they’re

The above question type may be used to test your editing ability, grammar knowledge, or knowledge of soundalikes.

Suggestions for Taking the Test

As noted above, there are some questions that instruct you to "transcribe the omitted material." Transcribe only what is missing – do not repeat the text in the answer box that is already showing on the screen. If the omitted material (the blank) appears in the middle of a scenario (the context paragraph), you do not have to transcribe a period at the end of your transcribed text. If the omitted material appears at the END of a scenario, you must add a period at the end of your transcribed text.

In operating the WAV player, try this: For "transcribe the dictation" or "transcribe the omitted material" questions, read the instructions and the scenario if one is given. Then, listen to the entire audio once all the way through, reading the scenario if applicable. When you are ready to transcribe, play the audio in phrases using the Pause button to pause the audio. If you use Stop, the audio will return to the beginning. Continue transcribing phrase by phrase using Pause until you have transcribed everything you are supposed to transcribe. Proofread what you have transcribed, looking for misspellings, typos, punctuation, and spacing. Make any necessary corrections. Listen to the audio again from beginning to end, proofreading your transcription until you are satisfied that you have answered the item correctly.

Prior to taking the exam, practice transcribing short audio clips using the WAV player on your computer. Practice transcribing without your abbreviation expander. Review lists of commonly misspelled or misused English and medical words.

For proofreading items (these are often multiple choice), read through all the options to see if you can eliminate any of them (based on spelling, grammar, or punctuation errors) BEFORE you listen to the audio. Then, when you listen to the audio, you won't have so much review to do. Listen to the audio for each of the options you have not already ruled out.

Appendix C

SAMPLING OF STUDY MATERIALS FOR EXAM

In the following list we attempt to provide a sampling of suggested study and resource materials as preparation for the RMT exam. The exam covers a broad spectrum of knowledge and skills related to medical transcription, and no single set of resources can completely encompass all the information. This list is a sampling of references corresponding to each of the major content areas in the RMT exam. It does not include all resources that could be helpful in preparing for the exam, nor is it intended to be an endorsement. It is not necessary to use any of these resources in order to pass the exam, and conversely, using all of these books will not guarantee passing the exam. The Internet and local libraries and bookstores are excellent sources for these and other references. It is preferable to use the latest available edition. No reference materials may be used during the exam itself.

Comprehensive English dictionary, for example:

The American Heritage Dictionary of the English Language, Houghton Mifflin Co.
Merriam Webster's Collegiate Dictionary, Merriam-Webster, Inc.

College-level business English, for example:

Effective English for Colleges (Hubbert-Miller), South-Western Publishing Co.
The Gregg Reference Manual (Sabin), Glencoe McGraw-Hill

Comprehensive medical dictionary, for example:

Dorland's Illustrated Medical Dictionary, Elsevier Science
Stedman's Medical Dictionary, Lippincott Williams & Wilkins

Comprehensive medical terminology, for example:

The Language of Medicine (Chabner), Elsevier Science
Saunders Manual of Medical Transcription (Sloane/Fordney), Elsevier Science
The Medical Transcription Workbook, Health Professions Institute

New and/or hard-to-find terminology, for example:

Current Medical Terminology (Pyle), Health Professions Institute
"Let's Talk Terms" columns, *JAAMT* (January 1991 to present), AHDI

Abbreviation reference, for example:

Medical Abbreviations: 15,000 Conveniences at the Expense of Communications and Safety (Davis), Neil M. Davis Publisher

Anatomy and physiology, for example:

Essentials of Anatomy & Physiology (Scanlon/Sanders), F.A. Davis Co.: Philadelphia
Understanding Human Anatomy & Physiology (Solomon/Phillips) (Elsevier Science)
Anatomy & Physiology (Marieb) Addison-Wesley.
Fundamentals of Anatomy and Physiology (Martini) Prentice Hall

Disease processes, for example:

Human Diseases (Dirckx, John), Health Professions Institute (HPI) *H&P: A Nonphysician's Guide to the History and Physical Examination* (Dirckx,J), HPI *Memmler's Human Body in Health & Disease* (Cohen, et al.) Lippincott Williams & Wilkins *The Human Body in Health & Disease* (Thibodeau) Mosby *Diseases of the Human Body* (Warden et al.), F.A. Davis Co. *Essentials of Human Diseases and Conditions* (Frazier et al.), Elsevier Science

Style/transcription practice reference manual, for example:

The AAMT Book of Style for Medical Transcription, AHDI
American Medical Association Manual of Style, Lippincott Williams & Wilkins
Medical Transcription Guide Do's and Don't's (Diehl) Elsevier

Pharmacology, for example:

Saunders Pharmaceutical Word Book, Elsevier Science
Understanding Pharmacology (Turley), Regents/Prentice-Hall
Medications: A Guide for the Health Professions (Lane), F.A. Davis Co.
Quick Look Drug Book, Lippincott Williams & Wilkins

Surgery, for example:

Surgical Technology, Principles and Practice (Fuller), Elsevier Science

Laboratory/pathology, for example:

Laboratory Tests and Diagnostic Procedures in Medicine (Dirckx), Health Professions Institute *Laboratory Test Handbook* (Jacobs et al.), Lippincott Williams & Wilkins *Stedman's Pathology & Lab Medicine Words*, Lippincott Williams & Wilkins

A Word Book in Pathology and Laboratory Medicine (Sloane/Dusseau), Elsevier Science

Radiology, for example:

The Language of Medicine (Chabner), Elsevier Science *Understanding Medical Terminology* (Frenay/Mahoney), Wm. C. Brown Publishers

Healthcare record, for example:

Stedman's Guide to the HIPAA Privacy Rule (Rockel, K) Lippincott Williams & Wilkins *Getting Practical with Privacy & Security Resource Book*, AHIMA *Health Information Management: Concepts, Principles and Practice* (LaTour/Eichenwald), AHIMA *Health Information Management Technology: An Applied Approach* (Johns, ed.), AHIMA *HIPAA for MTs: Considerations for the Medical Transcriptionist as Business Associate*, AHDI *Medical Records in Health Information* (Waters/Murphy), Aspen Publications

RMT EXAM
AGREEMENT, WAIVER AND RELEASE

I hereby submit this application to Credentialing at AHDI in accordance with and subject to its rules. I understand that the information gathered in the credentialing process may be used by AHDI for statistical purposes for the evaluation of the credentialing program. I further understand that AHDI will use reasonable efforts to keep the information in its possession confidential. I understand that AHDI reserves the right to verify any or all of the information associated with or required by this application, and that providing false or misleading information, omitting required information, or otherwise violating the rules governing credentialing may constitute grounds for the rejection of this application, revocation of my credential, or other appropriate disciplinary action. I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if AHDI determines through either proctor observation or statistical analysis that I have engaged in collaborative, disruptive or other inappropriate behavior during administration of the examination.

I agree that I shall only use the RMT credential in accordance with policies developed by AHDI and agree to cease using such RMT credential upon expiration, suspension or termination of my credential. I understand and agree that AHDI makes no claims or warranties regarding my competence, and I agree not to misrepresent my credentialed status or meaning in any manner that suggests otherwise. I hereby irrevocably assign to AHDI all right, title and interest in and to this application.

I agree to release and hold harmless individually and collectively the officers, directors, members, employees, and agents of AHDI for any decision, action or omission in connection with this application or the examination, for the failure of AHDI to grant this credential, or for the revocation of this credential. I hereby authorize AHDI to make inquiries regarding my fitness for credentialing and authorize any persons or entities contacted by AHDI to respond to such inquiries and provide copies of any relevant and nonconfidential information to AHDI.

I have read the application and the Candidate Information Guide. The information I submit on this application is complete and correct. I believe that I am in compliance with all eligibility requirements set forth by AHDI for the RMT credentialing examination.