



CANDIDATE GUIDE

for the

AHDI Certified Medical Transcriptionist (CMT) Exam

September 10, 2007

This Guide contains information about the certification exam developed by the Association for Healthcare Documentation Integrity (AHDI) and administered by Prometric, a part of the Thomson Corporation. All correspondence and requests for information concerning certification of medical transcriptionists and the content of the certification exam should be directed to:

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Questions about test sites and scheduling should be directed to:

Prometric, a part of the Thomson Corporation

Phone: 1-800-928-5662

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Candidate Guide for the AHDI CMT 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 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 a voluntary certification exam to individuals who wish to become Certified Medical Transcriptionists (CMTs). The exam is administered by an outside testing agency (see “Prometric” below). In offering a certification exam 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

The certification exam is 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.

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 “CMT exam,” “certification exam,” and “AHDI exam” may be used interchangeably throughout this booklet.

Certification

Individuals who successfully complete the AHDI certification process are recognized as Certified Medical Transcriptionists and are entitled to use the CMT designation. Certification is valid for three years.

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 who are content experts, has been trained to 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 certification 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 certification 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 a Professional Level 2 MT in AHDI’s “Medical Transcriptionist Job Descriptions” before attempting to take the certification exam. The CMT Exam content outline is detailed on pages 8-9. Potential candidates for the exam are advised to review the outlines and assess their knowledge and skills to determine their readiness for the exam.

Upon initial certification, each CMT will be notified of the date through which certification is valid (renewal date). CMTs can download a certificate from the AHDI website for free, and may order a CMT pin from AHDI for a nominal fee.

Certification may be renewed by earning a minimum of 30 continuing education credits (CECs) in the Core and Optional Areas categories within the three-year cycle and paying a recertification fee at the end of each cycle. Recertification policies and requirements are outlined in the *CE Guidelines for CMTs*, which AHDI updates periodically.

Any CMT no longer practicing medical transcription may choose to retire their CMT credential and maintain the designation of CMT-R, or Certified Medical Transcriptionist-Retired. Once a CMT credential is retired, individuals are prohibited from using the CMT without the "R" designation. The only way to reinstate the CMT credential is for the individual to take and pass the CMT exam. Individuals who wish to retire their CMT credential must submit an application form and a one-time processing fee.

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

THE AHDI CMT EXAM

The AHDI Certified Medical Transcriptionist (CMT) 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 on pages 8-9 of this Candidate Guide.

The Transcription Performance portion of the exam consists of short items employing authentic 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 on pages 8-9 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.

Eligibility and Requirements

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

Two years of transcription experience in acute care-type setting or equivalent experience in a multispecialty environment are required to take the CMT certification examination.

The exam targets an experienced medical transcriptionist with Professional Level 2 skills and knowledge as defined in the "Medical Transcriptionist Job Descriptions" published by AHDI (found on AHDI's website). This document describes the Professional Level 2 MT as a medical language specialist who transcribes and interprets dictation by physicians and other healthcare providers in order to document patient care. The position is also routinely involved in research of questions and in the education of others involved with patient care documentation.

The incumbent in this position is given assignments that require a SEASONED DEPTH OF KNOWLEDGE IN A MEDICAL SPECIALTY (OR SPECIALTIES) OR REGULARLY GIVEN ASSIGNMENTS THAT VARY IN REPORT OR CORRESPONDENCE TYPE, ORIGINATOR AND SPECIALTY. Incumbents at this level are able to RESOLVE NON-ROUTINE PROBLEMS INDEPENDENTLY OR TO ASSIST IN RESOLVING COMPLEX OR HIGHLY UNUSUAL PROBLEMS.

Candidates are advised to first assess their skills and knowledge of the content areas outlined on pages 8 and 9 of this Candidate Guide and prepare accordingly before registering to take the exam. An online CMT Prep Assessment course is also offered by AHDI in conjunction with Oak Horizons.

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 CMT 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 is available on AHDI's website. The application may be submitted to AHDI via the online link or via email, telephone, 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 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 CMT Exam "A").

Payment

The registration fee is \$195 (US dollars) for AHDI members or \$275 for nonmembers. 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 voicemail (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.

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

Study 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 (see number 10 below).
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.
10. Candidates may sit for the AHDI exam solely with the bona fide intent and purpose of seeking AHDI certification 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 CMT 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. Candidates who do not successfully pass the exam will be given a score report that shows where they need improvement.

Retake Policy

A candidate may not take the AHDI certification 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 Certification 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.

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 CMT 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 CMT 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.

Medical Transcription-related Knowledge (approximately 50% of entire exam)

Medical language (approximately 40% of the knowledge section of the exam)

Meaning and spelling of prefixes, suffixes, combining forms, and root words.

Plural forms of medical terms.

Meaning and spelling of documented medical abbreviations, acronyms, eponyms, homonyms, and synonyms.

Terminology and spelling related to anatomy/physiology, clinical medicine, pharmacology, laboratory medicine, pathology, imaging studies, and other diagnostic studies (e.g., EKG, EEG, EMG, etc.).

Specialty terminology and spelling. (Approximately 80% of the specialty terminology questions will come from: allergy and immunology, cardiology, emergency medicine, endocrinology, family medicine, gastroenterology, general surgery, hematology/oncology, infectious disease, neurology, obstetrics/gynecology, ophthalmology, orthopedics, otorhinolaryngology, pediatrics, physical medicine and rehabilitation, podiatry, psychiatry/psychology, pulmonary medicine, urology.)

Specialty terminology and spelling. (Approximately 20% of the specialty terminology questions will come from: alternative medicine, cardiac surgery, chiropractic, dentistry and oral surgery, dermatology, genetics, geriatrics, neurosurgery, nutrition/dietetics, pain management, plastic surgery, rheumatology, thoracic surgery, vascular medicine, vascular surgery.)

Anatomy and physiology (22%)

Structure and function of cells and tissues.

Structure and function of organs and systems.

Disease processes (15%)

Names of common diseases and conditions.

Signs and symptoms of common diseases and conditions.

Diagnosis and treatment of common diseases and conditions.

English language (12%)

Basic grammar rules.

Punctuation rules.

English usage.

The spelling of English words.

The healthcare record and important medicolegal issues (11%)

Basic medical report types and the elements of each.

Regulatory requirements (HIPAA, JCAHO, etc).

Principles and processes for keeping audit trails.

The purpose and content of the healthcare document.

Identify risk management issues.

Transcription Performance (approximately 50% of entire exam)

Approximately 55% of the items in the performance section of the exam will be transcription, 30% editing, and 15% proofreading against the audio.

Report Types

The items in the performance section will come primarily from operative reports, procedure notes, consultation reports, discharge summaries, history & physicals, and secondarily from imaging studies and pathology reports. A small percentage will come from clinic notes, letters, and progress notes.

Specialty Areas

The material in the performance section comes from a cross section of medical specialties divided among four groups:

Group A: cardiology, endocrinology, gastroenterology, geriatrics, hematology/oncology, hepatology, pulmonary medicine, rheumatology;

Group B: allergy and immunology, alternative medicine, chiropractic, dermatology, emergency medicine, family medicine, genetics, infectious disease, neurology, nutrition/dietetics, otorhinolaryngology, pain

management, pediatrics, physical medicine and rehabilitation, podiatry, psychiatry/psychology, vascular;

Group C: general surgery;

Group D: cardiac surgery, dentistry and oral surgery, neurosurgery, obstetrics/gynecology, ophthalmology, orthopedics, plastic surgery, thoracic surgery, urology, vascular surgery.

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, 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.

APPENDIX B

SAMPLE MEDICAL TRANSCRIPTION-RELATED KNOWLEDGE QUESTIONS

Part One – Multiple Choice

1. Which of the following drugs is a cardiac medication?
(A) nifedipine
(B) Flexeril
(C) lithium
(D) Proventil
2. A patient who is perspiring heavily is described by a physician as sweating _____.
(A) perfusely
(B) purposely
(C) precipitously
(D) profusely
3. Exophthalmos a symptom of _____.
(A) exotropia
(B) hyperthyroidism
(C) Addison disease
(D) glaucoma
4. The glomerulus is part of what organ?
(A) liver
(B) gallbladder
(C) kidney
(D) pancreas
5. The primary purpose of a medical record is _____.
(A) research and statistics
(B) billing and reimbursement
(C) continuity of care
(D) risk management
6. Orchitis is inflammation of the _____.
(A) urethra
(B) testis
(C) epididymis
(D) prostate
7. What is the act of swallowing called?
(A) mastication
(B) deglutition
(C) dentition
(D) eructation
8. Which one is a symptom of COPD?
(A) indigestion
(B) coryza
(C) diarrhea
(D) dyspnea
9. Which term refers to an anatomical plane?
(A) axial
(B) rotational
(C) proximal
(D) inferolateral

Answers: 1. A 2. D 3. B 4. C 5. C 6. B 7. B 8. D 9. A

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 or spelling checker. 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 certification 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 certification 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)

Disease processes, for example:

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

Pharmacology, for example:

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

Surgery, for example:

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

Laboratory/pathology, for example:

Laboratory Medicine: Essentials of Anatomic and Clinical Pathology (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:

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*, *AAMT Medical Records in Health Information* (Waters/Murphy), Aspen Publications

AGREEMENT, WAIVER AND RELEASE

I, _____, hereby submit this application to Certification at AHDI in accordance with and subject to its rules. I understand that the information gathered in the certification process may be used by AHDI for statistical purposes for the evaluation of the certification 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 certification may constitute grounds for the rejection of this application, revocation of certification, 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 CMT credential in accordance with policies developed by AHDI and agree to cease using such CMT 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 certification 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 certification, or for the revocation of certification. I hereby authorize AHDI to make inquiries regarding my fitness for certification and authorize any persons or entities contacted by AHDI to respond to such inquiries and provide copies of any relevant and non-confidential 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 CMT certification examination.

Signed: _____

Name: _____

Date: _____