

**Exact-Med/UTTC Transcription Training  
Self-Assessment**

**DESCRIBE YOURSELF:** Highlight all of the following that apply.

- Interested in medicine
- Love of learning
- Like computers and technology
- Good typing skills
- Good grasp on the English language to include punctuation, grammar and spelling
- Ability to use dictionary and reference books
- Do not mind sitting still for an extended period of time
- Work well independently
- Good work ethics
- Flexible
- Can make a decision by yourself
- Organized
- Good hearing ability

**CORRECT USE OF PUNCTUATION:** Type the entire sentence with the correct punctuation in the space provided.

1. The patient will in addition be seen by the cardiologist to assess the need for a pacemaker.
  
2. The cephalic vein was tied distally encircled with a vessel loop.
  
3. This is an elderly gentleman who is admitted to the hospital on the night of April 29 2005.
  
4. The patient is an elderly white female in no acute distress.

5. The patient said I've had a sore throat all week.
6. The patient will be seen by Dr. Jack Black a neurologist.
7. The patient has not been feeling well therefore he has not been exercising as usual.

**GRAMMAR: Highlight the correct answer.**

8. The patient will return in (two too to) months and (then than) we will assess wounds for further scar revision if needed.
  - Two
  - Too
  - To
  - Then
  - Than
9. The patient presented with a flat (affect effect) which had an (affect effect) on the overall response of the group.
  - Affect
  - Effect
  - Affect
  - Effect
10. There is thick (mucous mucus) secretion in the left nasal cavity.
  - Mucous
  - Mucus
11. It is difficult to (elicit illicit) a history from a patient who is under the influence of (elicit illicit) drugs.
  - Elicit
  - Illicit
  - Elicit
  - Illicit
12. The patient's (heal heel)-to-shin testing is within normal limits.
  - Heal
  - Heel

13. (Plain Plane) x-rays were ordered of the abdominal cavity.
- Plain
  - Plane
14. The (prostrate prostate) was grossly enlarged.
- Prostrate
  - Prostate
15. The patient is diagnosed with severe (pleural plural) effusion.
- Pleural
  - Plural
16. The patient's was discharged following an uneventful hospital (coarse course).
- Coarse
  - Course
17. A (principal principle) diagnosis of chronic obstructive pulmonary disease was made following admission to the Intensive Care Unit.
- Principal
  - Principle

**SPELLING: Choose the correct spelling.**

- 18.
- Possible
  - Possibe
  - Possable
- 19.
- Rinitis
  - Rhinitis
  - Ryanitis
- 20.
- Hemorrhoid
  - Hemorhhoid
  - Hemoroid

- 21.
- Anyurism
  - Anerism
  - Aneurysm
- 22.
- Recur
  - Reoccur
  - Recurr
- 23.
- Thiroid
  - Thyroid
  - Thiryoid
- 24.
- Interspace
  - Enterspace
  - Innerspace
- 25.
- Obleq
  - Oblique
  - Obleque
- 26.
- Hemorahage
  - Hemorrhage
  - Hemorahhage
- 27.
- Dissected
  - Disected
  - Desected

**PROOFREADING: Retype the following paragraph in the space that follows and highlight your corrections.**

**Case 1:**

This pateint is a 31 year old female who is seen today with complaints of severe right quadrant pain. She states that she note the onset of periumbilcus pain several days ago and had intermitent pain since than.

Over the past day he noticed the pain migrated to the right lower quadrant and has become persistent. He also noticed some fever today. He notes mild nausea but no vomiting. He denies any diarrhea. His last meal was at 6 p.m. this evening.

**Case 2:**

With the patient under general anesthesia and in the Trendelenberg position and after prepping and draping, an oblique incision was made in the right groin. The femoral artery was located in the groin and it was traced back to the inginal ligament. The inginal ligament was lifted off the artery at which point there was a significant amount of bleeding which was controlled with finger pressure. Blunt and sharp dissection was performed on the distal iliac artery proximal to the area of the bleeding which was controlled with finger pressure and a vascular clamp was then applied to this area.