

New Zealand Certificate in Medical Transcription and Editing (Level 4)

Required Books, Resources and Course Related Costs 2022

Please read the following carefully before ordering your books and equipment:

- A list of books, software and equipment that are **REQUIRED** for you to complete your course work is on the next page.
- The total cost of the required books and software varies depending on the supplier and the exchange rate at the time of purchase.
- Up to \$1,000 can be borrowed towards this through the Course Related Costs portion of your student loan. Attach this list, together with a copy of the order for any items purchased from online suppliers (to verify the costs) to the Course Related Costs Form when you return it to StudyLink.
- **We recommend that you order your books as soon as your acceptance to the course has been confirmed to be sure of having the books prior to the course start date.**
- Please ensure that you purchase the US version of The Language of Medicine, not the NZ/Australia version.
- ***Students will need to ensure that they have the items listed prior to the course start date to avoid getting behind with the course work.***
- You may be able to source some items from local book suppliers or from the online addresses listed.
- You will also need to allow for postage & packaging on orders as well as up to 4 – 6 weeks for delivery, especially if ordering from overseas.
- It is the student's responsibility to check with NZ Customs about any duty that may be payable on books brought in from overseas, prior to ordering online.
- Many of the books required are now available as ebooks from suppliers online. You can choose to purchase either hard copy books or ebooks. (there will be no wait for delivery with ebooks)
- The industry standard for Medical Transcription is to use a Windows Computer/Laptop. The software required to complete this course is not compatible with a Mac. Students must have access to a Windows Computer/laptop and Internet connection.
- We recommend purchasing your Foot Pedal from a New Zealand retailer such as
<https://www.soundbusiness.co.nz/winscribe-accessories#!/PHILIPS-ACC2320-00-USB-FOOT-CONTROL/p/93968692/category=24564426> or
<https://www.kiwioffice.co.nz/shop/technology/digital-recording/foot-control-olympus-rs-28-h>

There are many suppliers of text books; here are a few to try.

- Bennett's Books or Medical books, 8 Park Ave, Grafton, Auckland Ph (09) 373 3772
- Medical Books in Auckland stock a number of texts or can order in for you. Orders can be placed by phone or fax and they also have a website www.medical-books.co.nz.
- <http://www.alibris.com>
- www.amazon.com
- www.us.elsevierhealth.com
- <https://www.bookdepository.com/>
- New and second-hand books are also often listed on TradeMe.

Required Text Books, Software and Equipment

Required Books(these can be either hard copy books or the digital versions)

- **The Language of Medicine**, by Chabner (Book) – US Edition ISBN=9780323551472 Elsevier
http://dev.medicalbooks.co.nz/index.php?main_page=product_info&cPath=&products_id=570118
- **Book of Style and Standards for Clinical Documentation, 4th Edition** (digital subscription or hard copy book) <http://www.ahdionline.org> There is a discount available to students by joining AHD (student membership is free) To join, all you need to do is go to their website and fill in the student membership application, enter Sue's Computer Training Co. as the course provider. It will ask you to set up a username and password. Once you have done that and login you will see the special pricing for members when you look at purchasing the AHD Book of Style.
- **Stedman's Medical Abbreviations, Acronyms and Symbols**
[Stedman's Medical Abbreviations, Acronym, 9781608316991 \(medicalbooks.co.nz\)](http://www.medicalbooks.co.nz/stedmans-medical-abbreviations-acronym-9781608316991)
- **Stedmans medical Dictionary for Health Professionals and Nursing 7th edition**
<https://textbooks.zookal.co.nz/products/stedmans-medical-dictionary-for-the-health-professions-and-nursing>
- **Lippincott Pocket Drug Guide for Nurses**
[2022 Lippincott Pocket Drug Guide for Nurses | 9781975183226 - Zookal NZ](http://www.zookal.co.nz/9781975183226)

Required Software

- **Stedman's Plus Version 2020 Medical/Pharmaceutical Spellchecker** (Standard) Lippincott, Williams & Wilkins [Stedman's Plus 2021 Medical/Pharmaceutical Spellchecker \(lww.com\)](http://www.lww.com)
- **Word Expander Software.** We recommend **SpeedType** (speed typing software with technical support) www.speedtype.com
- **Express Scribe transcription software.** *Not required until the end of Block 1. This is available as a free download which will only work with one brand of foot pedal – Alto Edge - ¹\$89.95 USD plus postage and handling of approximately \$39.50 USD. If purchasing a different brand of foot pedal, such as the Phillips listed on the last page of this document, the cost of the Express Scribe software will be \$39.95 - \$49 USD. We strongly recommend that students purchase the foot pedal from a NZ supplier in case support for it may be needed at any stage. Express Scribe can be downloaded from various websites e.g. <http://www.nch.com.au/scribe/>*

Required Equipment

- **Transcription Foot Pedal**
- **Headset (USB type is recommended)**
- **Computer and internet connection (PC desktop or laptop, not a Mac)**

Recommended Optional Books

Websters and Oxford Dictionaries | Gray's Anatomy for Students | Dorland's Illustrated Medical Dictionary

¹ Prices current at the time of writing but may be subject to change.

<https://www.pdr.net/browse-by-drug-name> This is a free site and a great resource to use.