

Certificate in Medical Transcription

Required Books/Resources and Course Related Costs

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

- A list of books and resources that are required for you to complete your course work is on the next page.
- An order form is attached for items that can be purchased locally from Promac Holdings Ltd(an affiliate of Sue's Computer Training Company).
- 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 downloadable ebooks from several suppliers online. You can choose to purchase either hard copy books or ebooks. (there will be no wait for delivery with ebooks)

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

Required Text Books, Software and Equipment

Required books/software/equipment	ISBN	Publisher
The Language of Medicine, by Chabner (Book) – <i>US Edition</i>	9781455728466	Elsevier
Dorland's Illustrated Medical Dictionary (Book)	9781416062578	Elsevier
Gray's Anatomy for students	9780702051319	
Stedman's Electronic Spell Checker (software) <i>or</i> Stedman's Plus Version 20xx Medical/Pharmaceutical Spellchecker (Standard) [CD-ROM]		Lippincott, Williams & Wilkins
AHDI Book of Style (digital subscription or hard copy book)	http://www.ahdionline.org/ProfessionalPractices/BestPracticesandStandardGuidelines/BookofStyleforMedicalTranscription/tabid/282/Default.aspx	

The following items are available locally from Promac Holdings, or if you prefer you may source them from other suppliers.

Speedtype (speed typing software with technical support)	\$279.95 NZD
Foot Pedal with Headset	\$295.00 NZD
Benchmark Knowledge Base - Online 12 month subscription as detailed below	\$345.00 NZD
<p>Stedman's reference products compiled under one simple interface, including:</p> <ul style="list-style-type: none"> • Stedman's Medical Dictionary • Stedman's Medical Speller • Stedman's Quick Look Drug Book • National Physician Database • Database of normal lab values • Thoroughly researched new drugs and medical terminology <p>Plus <u>ALL</u> of the following Stedman's word books:</p> <ul style="list-style-type: none"> ▪ Abbreviations, Acronyms & Symbols ▪ Alternative & Complementary Medicine Words ▪ Anatomy & Physiology Words ▪ Cardiovascular & Pulmonary Words ▪ Dermatology & Immunology Words ▪ Emergency Medicine Words ▪ Endocrinology Words ▪ GI & GU Words ▪ Internal Medicine & Geriatric Words ▪ Medical & Surgical Equipment Words ▪ Medical Eponyms ▪ Medical Terms & Phrases ▪ Neurology & Neurosurgery Words ▪ OB-GYN & Pediatric Words ▪ Organisms & Infectious Disease Words ▪ Oncology Words ▪ Ophthalmology Words ▪ Orthopaedic & Rehab Words ▪ Pathology & Lab Medicine Words ▪ Plastic Surgery, ENT, and Dentistry ▪ Pocket Medical Abbreviations ▪ Psychiatry Words ▪ Radiology Words ▪ Surgery Words 	

Recommended Books

Websters and Oxford Dictionaries

Order Form

Course Related Costs

Certificate in Medical Transcription

Promac Holdings Ltd

Ph: (07) 544 3172
 Fax (07) 544 3173
 112 Osprey Drive
 Welcome Bay
 Tauranga 3112

Student Name _____

Delivery Address _____

Please indicate the items that you would like to purchase and deposit the funds to Promac Holdings Ltd, ANZ Bank, account number 06-0433-0408837-00 and email your order form with *confirmation* that the deposit has been made. **Items cannot be supplied until payment is received.**

Required Software	Order	Cost (NZD) inc. GST
Speedtype Word Expander	Yes/No	\$279.95
Benchmark Knowledge Base	Yes/No	\$345.00
Foot pedal, headset and software set	Yes/No	\$295.00
Subtotal		\$919.95
Postage, packaging & handling		\$20.00
Total Required Cost		\$939.95

NB: *Prices may be subject to change*