

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

## Required Books/Resources and Course Related Costs

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 PC. The software required to complete this course is not compatible with a Mac. Students must have access to a PC and Internet connection.

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.medical-books.co.nz).
- <http://www.alibris.com>
- [www.amazon.com](http://www.amazon.com)
- [www.us.elsevierhealth.com](http://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

- The Language of Medicine, by Chabner (Book) – US Edition ISBN=9781455728466 Elsevier
- AHD Book of Style (digital subscription or hard copy book) <http://www.ahdonline.org>

## Required Software

- Stedman's Electronic Spell Checker (software)
- or
- Stedman's Plus Version 20xx Medical/Pharmaceutical Spellchecker (Standard) [CD-ROM] Lippincott, Williams & Wilkins
  - Word Expander Software. We recommend [Speedtype](#) (speed typing software with technical support)
  - [Benchmark Knowledge Base - Online 12-month subscription which includes:](#)

- |                                                                           |                                                           |
|---------------------------------------------------------------------------|-----------------------------------------------------------|
| ▪ <a href="#">Stedman's Medical Dictionary</a>                            | ▪ <a href="#">Internal Medicine &amp; Geriatric Words</a> |
| ▪ <a href="#">Stedman's Medical Speller</a>                               | ▪ <a href="#">Medical &amp; Surgical Equipment Words</a>  |
| ▪ <a href="#">Stedman's Quick Look Drug Book</a>                          | ▪ <a href="#">Medical Eponyms</a>                         |
| ▪ <a href="#">National Physician Database</a>                             | ▪ <a href="#">Medical Terms &amp; Phrases</a>             |
| ▪ <a href="#">Database of normal lab values</a>                           | ▪ <a href="#">Neurology &amp; Neurosurgery Words</a>      |
| ▪ <a href="#">Thoroughly researched new drugs and medical terminology</a> | ▪ <a href="#">OB-GYN &amp; Pediatric Words</a>            |

Plus **ALL** of the following Stedman's word books:

- |                                                                  |                                                       |
|------------------------------------------------------------------|-------------------------------------------------------|
| ▪ <a href="#">Abbreviations, Acronyms &amp; Symbols</a>          | ▪ <a href="#">Oncology Words</a>                      |
| ▪ <a href="#">Alternative &amp; Complementary Medicine Words</a> | ▪ <a href="#">Ophthalmology Words</a>                 |
| ▪ <a href="#">Anatomy &amp; Physiology Words</a>                 | ▪ <a href="#">Orthopaedic &amp; Rehab Words</a>       |
| ▪ <a href="#">Cardiovascular &amp; Pulmonary Words</a>           | ▪ <a href="#">Pathology &amp; Lab Medicine Words</a>  |
| ▪ <a href="#">Dermatology &amp; Immunology Words</a>             | ▪ <a href="#">Plastic Surgery, ENT, and Dentistry</a> |
| ▪ <a href="#">Emergency Medicine Words</a>                       | ▪ <a href="#">Pocket Medical Abbreviations</a>        |
| ▪ <a href="#">Endocrinology Words</a>                            | ▪ <a href="#">Psychiatry Words</a>                    |
| ▪ <a href="#">GI &amp; GU Words</a>                              | ▪ <a href="#">Radiology Words</a>                     |
|                                                                  | ▪ <a href="#">Surgery Words</a>                       |

## Required Equipment

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

The blue items are available locally from Promac Holdings and an order form is provided. You may source these independently if preferred.

Please ensure you have access to **ALL** the items listed above.

## Recommended Optional Books

Websters and Oxford Dictionaries

Gray's Anatomy for Students

Dorland's Illustrated Medical Dictionary

**Promac Holdings Ltd**

Ph: (07) 544 3172

112 Osprey Drive

Welcome Bay

Tauranga 3112

**Order Form**  
**Course Related Costs**  
**New Zealand Certificate in Medical Transcription and**  
**Editing (Level 4)**

Student Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

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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. **Payment must be made before day 7 of the course. Items will not be supplied until payment is received.**

<b>Required Software</b>	<b>Order</b>	<b>Cost (NZD) inc. GST</b>
Speedtype Word Expander	Yes/No	\$279.95
Benchmark Knowledge Base	Yes/No	\$275.00
Transcription foot pedal	Yes/No	\$157.50
<b>Subtotal</b>		<b>\$712.45</b>
Postage, packaging & handling		\$20.00
<b>Total Required Cost</b>		<b>\$732.45</b>

NB: *Prices may be subject to change and refunds are not available on software items.*