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Brief Bio:

Until recently, I was a development editor for Health Professions Institute (HPI) in Modesto, CA, where I helped develop the two most highly acclaimed medical transcription training programs: *The SUM Program for Medical Transcription Training* and *Healthcare Documentation: Fundamentals and Practice* 4th ed. I am coauthor with husband Randy of the *Saunders Pharmaceutical Word Book* and author of the *Sloane Medical Word Book*. I was also an editorial consultant and contributor to the *Dorland's Medical Speller* (Elsevier) and *Taber's Medical Dictionary* (FA Davis). I have contributed to several textbooks and written dozens of articles for healthcare documentation industry publications. I also worked as an MT in diverse settings, owned an MT service, and taught medical transcription at a community college and online. I have a bachelor's degree in Education and taught high school English. Because of my various roles over the years, I have researched and studied curriculum development, learning theory and techniques, and evaluation, assessment, and testing methodologies.

Education:

Bachelor's: B.A. in Education (English), University of South Florida, Tampa, 1972.
Graduate work: 37 hrs toward M.A. in Biblical Studies, Reformed Theological Seminary, Orlando, Florida

Employment:

Development Editor, Health Professions Institute, Modesto, California.

May 1993 to March 2013. Supervisor: Sally Pitman, owner. I selected and edited dictation (audio) for new training units in *The SUM Program for Medical Transcription Training*; edited transcripts; and edited, wrote, and selected educational materials to accompany the new units. I edited textbooks and wrote end-of-chapter questions, test questions, and applications activities. I did extensive research in medical journals and on the Internet; edited or wrote articles for *Perspectives on the Medical Transcription Profession*; and developed, edited and wrote newsletters for students and teachers. I also consulted on medical transcription curriculum. During my first tenure with HPI, I served as Director of Education and developed and presented many seminars for MT Educators.

Lead Instructor/Professor, MT Program, Kaplan Continuing Education Online.

April 2009 to December 2012. I revised the medical transcription program curriculum and developed new materials for the online training program and trained, coordinated, and directed other instructors. Courses taught in addition to medical transcription practice include *pharmacology (minus dosing), medical terminology, and A&P*.

Program Director and Professor, MT Program, Seminole Community College.

From 1990 to 1993, although only an adjunct professor at SCC, I served as program director for the MT program during which time I revised and expanded the curriculum; hired and supervised other adjunct instructors; handled budgeting, ordering materials, and developing the class schedules; and taught medical transcription and medical terminology. During my tenure as program director, we underwent a SACS accreditation review. From 1995 to 2006, I was as an adjunct professor, *teaching medical terminology, disease processes, pharmacology, medical grammar and style, and medical transcription practice*.

Director of Education and Credentialing, AAMT (now AHDI), Modesto, California.

April 29, 2005, to August 2006. As Director of Education, I spearheaded the implementation of a new MT Education Approval Program (ACCP) for postsecondary schools with certificate programs in medical transcription, leading to the approval of seven programs in the inaugural year. I also supervised the development of educational products in-house and worked with outside vendors to develop educational products for our members. As Director of Credentialing, I led the development of a new level I credentialing exam and oversaw the administration of an already existing level II credentialing exam. I put together a dynamic educational program for the annual meeting for 2005 and 2006. I worked with the Educators Alliance (a special interest group of educators) to advance quality MT education and develop continuing education opportunities for educators and reinvigorated the component association Cert Connectors to promote certification and to plan educational programs for exam candidates. I represented the Association at national and regional meetings and gave numerous educational presentations throughout the United States on its behalf.

Manager of Training and Quality Improvement, TransQuick, Atlanta, Georgia.

April 1997 to November 1997. I supervised the 10 members of the Atlanta and Phoenix Training & Quality Improvement departments, revised quality standards and procedures, and improved the in-house training program.

Publications:**Books and Newsletters:****Publisher: Elsevier (formerly W.B. Saunders, Inc. Philadelphia, PA)**

Saunders Pharmaceutical Word Book, Co-author with Randy Drake, published annually 1993–present.

Saunders Pharmaceutical Xref Book, Co-author with Randy Drake, 2000–2003.

The Sloane Medical Word Book, 5th ed. (Elsevier 2011); also the 4th ed. (2002)

The Latest Word bimonthly MT newsletter, founding editor and author (with Susan Dooley, CMT), 1993–1997 (Saunders, Philadelphia).

Dorland's Medical Speller, consultant/contributor, 1992, 2008.

Publisher: Brady/Prentice-Hall, author Health Professions Institute

Healthcare Documentation: Fundamentals and Practice, 4th ed., author and editor.

Medical Transcription Fundamentals and Practices textbook and transcription course, 1st & 3rd editions, contributor and editor.

Publisher: Health Professions Institute, Modesto, California

Teacher to Teacher, biweekly e-newsletter, August 2011 to present.

Advanced Medical Transcription, 2nd ed., 2012.

Interpreting Acute Care Dictation #2, 1st ed., 2011.

Interpreting Acute Care Dictation #1, 1st ed., 2010.

Interpreting Anatomic Pathology Dictation, 1st ed., 2009.

Interpreting ESL Medical Dictation 1st ed., 2007.

Interpreting Radiology and Imaging Dictation, 1st ed., 2008.

The SUM Program Beginning Medical Transcription Unit, 2nd ed., 2005.

The SUM Program Surgical Transcription Unit, 2003.

The Medical Transcription Workbook (wrote style section, helped revise 3rd ed.).

Module 4: Medical Transcription, developed for the AHIMA Accredited Records Technician home study course; co-author (with Linda Campbell) 1993.

Medical Transcription for Health Information Managers, a tape course, co-author (with Linda Campbell) 1994.

Cardiovascular and Thoracic Words and Phrases, research and editing for 2nd & 3rd eds.
Orthopedic Words and Phrases, research and editing for 2nd ed.
Current Medical Terminology, research and editing for 5th, 9th, 10th, & 11th eds.
H&P: A Nonphysician's Guide to the History and Physical Examination by John H.

Dirckx, M.D.; edited and wrote end-of-chapter questions; developed listening exercises for 2nd ed.

Laboratory Tests and Diagnostic Procedures in Medicine by John H. Dirckx, M.D., edited and wrote end-of-chapter questions.

Publisher: FA Davis

Taber's Cyclopedic Medical Dictionary, 20th & 21st ed., Consultant.

Articles:

Perspectives on the Medical Transcription Profession; e-Perspectives:

- "Searching the Wild, Wild Web," May 2009 (coauthor).
- "Interpreting Medical Language," Winter 2008.
- "A Quick Primer on Hyphens," Spring 2008.
- "Learning Punctuation Through Pattern Recognition, Complex Sentences" Winter 2007.
- "Teaching Disease Processes," Summer 2005.
- "A Brief Review of Comma Usage" and Quiz, Summer 2005.
- "Learning Punctuation Through Pattern Recognition, Compound Sentences" Spring 2004.
- "Why Leaders Fail," Summer 2003.
- "Bold New Idea—The QA to Production Pathway," Fall 2001.
- "Using Storytelling to Teach and Learn Medical Terminology," Winter 2001.
- "Evaluating Medical Transcriptionists," Summer 1998.
- "Developing a Weekend Curriculum," Winter 1996–97.
- "Foreign Accents Revisited," (with Susan Dooley), Winter 1995–96.
- "Planning a Curriculum, One-, Two-, and Three-Semester Programs," Fall 1995.
- "Planning a Curriculum," Summer 1995.
- "What You Get When You Mix Politics and Grammar," Fall 1994.
- "A Conversation with Vera Pyle," Summer 1994.
- "Editing: Rediscovering the Dialogue," Spring 1994.
- "Managing Risks with the MT Team," Winter 1994–95.
- "The Master Teacher," Fall 1994.
- "Starting Your Own Business—A Video Course," Winter 1993–94.
- "To Copy or Not to Copy—Using Copyrighted Material," Winter 1993–94.
- "Free Advice is Priceless: Advisory Committees," Fall 1993.
- "Practicums: Giving Students a Taste of Real Life," Fall 1993.
- "Teaching Professionalism and Ethics," Spring–Summer 1993.
- "Teaching Medical Terminology," Winter 1992.

For the Record

- "Why Certify," August 15, 2005.

Advance for Health Information Management

- "Using Storytelling to Teach and Learn Medical Terminology," January 30, 2006, 16:3:12

Plexus

- "Interpreting ESL Dictation," January 2009, Vol. 5, No 1.
- "Teaching Professionalism and Ethics," January 2006, Vol. 2, No. 1

Journal of AAMT:

- “Hyphens,” Spring 1989
- “Affect and Effect,” Winter 1987
- “Para Explained (?)” Summer 1987

Activities:***Presentations and Workshops:***

- “Not Your Mother’s Medicine Cabinet,” FL-AHDI Annual Meeting, May 2012.
- “Innovations in Pharmacology,” AHDI Annual Meeting, August 2011.
- “Interpreting ESL Medical Dictation,” NEMA-AHDI online webinars, March 2011.
- “Eating to Live or Living to Eat,” NCC-AHDI, November 2009.
- “Advanced Research Skills,” CFC-AHDI, April 2009.
- “Deciphering Difficult Dictation,” Gray’s Harbor Hospital, Aberdeen, WA, Oct. 2008.
- “Interpreting Difficult Dictation,” Capital Chapter, TX, October 2008.
- “Interpreting ESL Medical Dictation,” AHDI Webinar, June 2008.
- “Critical Thinking for MTs,” CFC-AHDI Spring Symposium, March 2008.
- “Teaching Medical Terminology,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.*
- “Teaching Critical Thinking Across the Curriculum,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.*
- “Teaching Medical Transcription,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.*
- Grammar & Style Workshop, AHDI-PA, October 2007.
- “Decision-making in Medical Transcription,” AHDI-PA, October 2007.
- “Medication Madness—What’s New in Drugs,” AHDI-PA, October 2007.
- “Interpreting ESL Medical Dictation,” Pinnacle Health, Harrisburg, PA), October 2007.
- “Internet Research Skills,” Lancaster General Hospital, Lancaster, PA, October 2007.
- “Credentials—The Mark of a Professional,” Lancaster General Hospital, Lancaster, PA, October 2007.
- “Assessing Higher Order Learning,” (with Georgia Green, CMT) AHIMA Assembly on Education, July 2007.*
- “Advanced Research Skills” AAMT webinar (with Georgia Green), April 2007.
- “Medicine Madness,” TCC-AAMT, September 2006.
- “Advanced Research Skills” AAMT webinar (with Georgia Green), August 2006.
- “Name-Change Town Hall Meeting”, Facilitator, Tennessee State Meeting, July 2006.
- “Decision-Making in Medical Transcription,” CAMT, March 2006.
- “Teach Your Students How to Learn, Not What to Learn,” (with Georgia Green) AHIMA Assembly on Education, June 2006.*
- “MT Education from an AAMT Perspective,” AHIMA Assembly on Education, June 2006.*
- “Hot Topics,” AAMT, ACE, August 2006.
- “Development of the CMT Exam,” Performance Testing Council Summit, January 2006.
- “Critical Thinking for MTs,” Washington Assn for Medical Transcription, October 2005.
- “Back to the Future” Keynote address, Washington Assn for MT, October 2005.
- “Why Certify?” Greater Jacksonville Chapter—AAMT, October 2005.
- “Decision-Making in Medical Transcription,” CFC—AAMT Summer Symposium, June 2005.
- “MT Skills No Textbook Teaches,” AAMT Annual Meeting Educators Workshop, August 2004.*
- “Developing a Quality Improvement Department,” MTIA Annual Meeting, April 2003.*

Grammar Workshop. CAMT Annual Meeting, March 2003.
 “Medicine Update—Drugs and Surgery,” Heart of California Chapter, November 2002.
“Using Storytelling to Teach Medical Terminology,” HPI/Prentice Hall Teacher Education & Networking Seminar, August 2001.
 Grammar Workshop, FAMT Annual Meeting, May 2001.
“Transitioning New MTs into the Workplace,” MTIA Annual Meeting, April 2001.
 “Alternative & Homeopathic Medicine,” Treasure Coast Chapter, October 2000.
 “Innovations in Medicine—Genetics,” Georgia (GAMT) Annual Meeting, March 2000.
 “Editing the Medical Document Without Pulling Out Your Hair,” White Sands Chapter Fall Seminar, September 1999.
 “Herbals & Homeopathic Medicine,” FAMT, April 1999.
“Maximizing Off-Site Medical Transcription,” MTIA, April 1999.
 “Update in Pharmacology & Herbal Medicine,” Central Florida Chapter, September 1998.
“Teaching Disease Processes,” AAMT Annual Meeting Educators Workshop, August 1998.
 “Update in Medicine & Surgery,” Florida West Coast Chapter, June 1998
“The Selection Process for MTs,” MTIA Annual Meeting, May 1998.
 “Update in Medicine & Surgery,” FAMT Annual Meeting, April 1998.
 “Innovations in Surgery and Medicine,” Treasure Coast Chapter, October 1996.
“The Master Teacher,” and “Teaching MAs Medical Transcription,” California Association of Medical Assisting Instructors, October 1995.
 “Grammar & Punctuation Review,” CAMT Annual Meeting, March 1994.
“English Language for Today’s Student,” Second Annual Sue Covell Educators Conference, AAMT, 1993.
 “Pharmacology,” Back to Basics Symposium, FAMT, 1993.
 Grammar & Punctuation Video Facilitator, Heart of Florida Chapter, 1993.
 Grammar & Punctuation Video Facilitator, Central Florida Chapter, 1991.
 Transcription Practices Video Facilitator, FAMT Convention, 1989.
 Grammar Workshop, Treasure Coast Chapter AAMT, 1989.
 Grammar Workshop, North Central Florida Chapter, 1989.
 Grammar & Style Workshop Co-presenter, FAMT Convention, 1988.
 Grammar Workshop, Greater Jacksonville Chapter, 1988.
 Grammar Workshop, AAMT Annual Meeting, 1988.
 Grammar Workshop, Central Florida Chapter, 1987.
 Newsletter Workshop, Co-Presenter with husband Randy, AAMT Annual Meeting, 1987.
 Grammar & Style Panel, Co-presenter, Treasure Coast Chapter, 1986.

Professional Affiliations:

Association for Healthcare Documentation Integrity (formerly, American Association for Medical Transcription; AAMT). Certified by exam 1985 and again passed AAMT’s 2-part written and transcription certification exam 1994 and 2006.
 American Health Information Management Association.
 ASCD (formerly the Association for Supervision and Curriculum Development).
 American Medical Writers Association (AMWA), member 2000-present.
 Florida Association for Medical Transcription.

Awards:

Educator of the Year, AHDI, 2008.