

# sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

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<http://www.mtexchange.com/smtfaq.htm>

Sci.Med.Transcription Frequently Asked Questions  
Maintained by Julianne Weight  
Special thanks to Melinda Meahan for compiling the original version  
and maintaining it from 1999 – 6/15/2001

Last Updated 9/01/07. This is always a FAQ-in-progress. Suggestions  
for improvement, corrections, content contributions, etc. are always  
welcome.

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contained herein.

The current version of this FAQ is posted to the newsgroup  
sci.med.transcription occasionally. Comments, requests for permission  
to redistribute, etc. may be emailed to Julianne Weight.

If you are reading this as a text version, you will need to delete the spaces on each side of the @ signs for authors of portions of the FAQ to get their correct email address. This is to foil spammers' email-skimming software. The hyperlinks on the web site, however, will give you the correct address without the need to delete excess spaces. Thanks for your understanding.

#### How to Access SMT

PART 1: How Do I Get Into MT?

PART 2: Getting Your First Job

PART 3: Some Sources For Reference Material

PART 4: MT Resources in Cyberspace

PART 5: Newsgroup Participation

Sunday, Sweet Sunday (a poem)

Word Help

Netiquette

Emoticons

PART 6: The Original RFD and Charter for sci.med.transcription

How a new participant approaches a newsgroup and posting etiquette (also known as Netiquette) is an important factor in acceptance by the newsgroup "regulars" and having an overall experience that is positive.

The Core Rules of Netiquette

(<http://www.albion.com/netiquette/corerules.html>)

What is Spam... and why not to do it

(<http://kb.indiana.edu/data/afne.html>)

How to cancel an article you've already posted (hint: it's best not to post it in the first place, but just in case you did and now you've changed your mind...) (<http://nnqweb.tripod.com/cancel.html>)

What newsgroups are and how they work

(<http://nnqweb.tripod.com/how-it-works.html>)

How to Access SMT

Newsgroups

sci.med.transcription (SMT) (Google Groups)

<http://groups.google.com/group/sci.med.transcription>

Usenet is now owned by Google and can be accessed through Google Groups (click on link). See below for alternative methods of accessing this newsgroup.

SMT is the oldest MT group on the Internet. There is no moderator and

posts cannot be deleted.

SMT @ Scribera <http://www.scribera.org/>  
Scribera is a mirror portal to SMT.

Through AOL:

AOL Keyword to access Sci Med Transcription (unread messages) –  
aol://5862:126/sci.med.transcription.

Individual.net server

If you don't have a news server through your own ISP (or you just aren't happy with the service), this site has minimal fee server access. You must register and it takes about two days for them to send information with your password, login and configuration (but it's free!). You must have a newsgroup reader.

Other newsgroup servers:

There are many other newsgroup servers available at a variety of costs but very few are free. Your ISP may also have a newsgroup server available as part of your service. Look at their customer service or technical support pages for information. For example, Earthlink's news servers are news.east.earthlink.net or news.west.earthlink.net. To find the newsgroup server for your ISP, search for NNTP or usenet server information. To use any of the newsgroup servers, you must have a newsgroup reader.

News Readers

Xnews: Download from download.com. (Free)  
[http://www.download.com/Xnews/3000-2164\\_4-10144167.html?tag=lst-0-1](http://www.download.com/Xnews/3000-2164_4-10144167.html?tag=lst-0-1)

Free Agent: There is a free version. The paid version (approximately \$30) has additional features not available in the free version.

<http://www.forteinc.com/agent/download.php>

Mozilla Thunderbird: Combination e-mail client and newsgroup reader.

Open source (free) available from Mozilla.

<http://www.mozilla.com/en-US/thunderbird/>

Outlook Express: All Windows computers have Outlook Express, which comes with a newsgroup reader.

These are only some of the newsgroup readers available but seem to be the most popular.

What is a newsgroup reader and why do you need one?

([http://www.newsgroupservers.net/usenet\\_groups/usenet\\_newsgroup\\_newsreaders.htm](http://www.newsgroupservers.net/usenet_groups/usenet_newsgroup_newsreaders.htm))

Excellent discussion from newsgroupservers.net. Also included are links to various newsgroup readers available for Windows, Mac and Palm OS.

What is Usenet and why should you pay extra for premium usenet/newsgroup service? (<http://www.newsgroupservers.net/>)  
Good explanation of Usenet. Also lists various newsgroup servers and rates them. Check first with your ISP – most ISPs have newsgroup server (NNTP) included with their service. If you pay for access, make certain it is not metered or filtered.

PART 1: HOW DO I GET INTO MT? IS IT FOR ME?

This section of the FAQ was written by Melinda Meahan.

Q: I read an ad that if I can type or am willing to learn, I can learn MT and make \$25,000 a year working part time. How can I get in on this?

A: MTs are generally paid by the line of produced output. A rank beginner might not even earn minimum wage to start with, according to various online reports of peoples' personal experiences.

At a representative pay as an employee of 7 cents per line, a new MT is going to earn right around minimum wage if they are lucky. The typical output of a reasonably competent MT at the local office of major service I used to work at was around 200 (65-character) lines per hour, and that equals about \$29,000 per year. MTs working as independents have reported speeds of up to 500 lines per hour, but that can hardly be considered a representative speed to use as a benchmark for all MT work in general.

**THERE IS NO CAREER LADDER IN MT!** Any MT should be expected to do any work that gets thrown to him/her. A newer MT will take longer and therefore earn less pay.

Q: Isn't MT a great way to work at home and be home with my young children?

A: MTs are paid on a production basis -- by the line, by the word, by the page, etc.. It is possible (and I am not the only person who has done it) to work at home and ride herd on small fry while doing MT at the same time. However, your children **MUST** be well disciplined to leave you alone and let you work! Alternatively, you may want to hire someone to come into your home to watch your children for a few hours a day so you can get some uninterrupted work time. Any time spent dealing or interacting with children during your "work hours" is time for which you will not be paid.

I am not trying to discourage anybody, as I have done almost all of the above, but I want to make it clear what is involved in doing MT at home with small fry.

Q: How do I learn to be an MT?

A: There are a number of correspondence programs around as well as

vocational programs at local vocational schools or junior or business colleges. A thorough education in MT would include a strong grounding in English grammar, anatomy and physiology courses, pharmacology courses, and lots of practice from real doctors (not actors playing the part of doctors). A number of vocational programs also include an internship at a local hospital or similar facility, which is a real plus. A good MT course will probably be taught and/or administered by a MT or at least someone with a medical background.

A list of MT courses can be found at MT Desk's Websites By and For MTs at <http://www.mtdesk.com>.

A good MT course generally:

- \* is run by an MT or a former MT
- \* includes a thorough education in anatomy, physiology, and pharmacology
- \* has authentic dictation and lots of it as part of course work
- \* follows the model curriculum published by the AAMT (<http://www.aamt.org>).
- \* Takes at least six months and up to two years to complete.
- \* Offers full training in everything a new MT might be expected to do, as opposed to a "cram course" type of program.
- \* Assists students formally or informally with getting into the field after they graduate
- \* might offer an internship
- \* might find mentors (usually volunteers) for students
- \* won't make unrealistic promises (i.e., "You can earn \$50,000 a year part time in between diaper changes and chauffeuring children to their soccer games," "You can decide what hours you want to work," etc.)

Q: I can type fast (or, I am a RN who is burning out, etc.) How can I get my first job as an MT?

A: MT is more than just typing. You have to have a strong grounding in English grammar. You have to be able to think on your feet. More and more, you have to have a good ear for foreign accents. And you have to know medical terminology well, because if you think that doctors' handwriting is bad, their dictation is worse! So it's not so easy.

For a mom (or anybody else) who wants a job that is intellectually stimulating and who is willing to do the job right (i.e., look everything up they aren't positive about and re-listen as many times as needed until they understand what Dr. Mushroom is saying), put the job first when it needs to come first (i.e., treat it like a job instead of a hobby), and who is willing to start out at low pay (or no pay until they find a job) and work their way up to a reasonable and steady income, there aren't too many better things you can do.

PART 2: GETTING YOUR FIRST JOB

This "How do I get my first job" portion of the FAQ is used by the kind permission of Peggy LaChance at digitalcmt @ mindspring.com, and I am sure she wishes to retain the copyright on this material. Please do not use it without her permission.

I quote Peggy:

Speaking as someone who's been around a while, I can tell you that you'll be far more successful in entering this career if you approach it from a more realistic standpoint.

The truth is that it will be very, very difficult to find someone who will allow you to work at home at first because they recognize that you simply do not have the experience/training to be able to do this successfully. Letting you do this will be bad for them ... and for you.

You'll be able to find a job faster working in-house, you'll learn more and you'll learn it at a faster rate, and THEN you can go home. You'll also be likely to make better money working in-house.

It's sad that so many people hook up with courses which give them unreasonable expectations about the job market in medical transcription, but it's nice to be able to hear the truth on SMT -- even if it is a bit belated.

This is not easy work. The reality isn't even close to the tapes you used in your course. Your course probably didn't even correctly communicate the variety in the types of dictation that we do, much less prepare you to transcribe it.

This field requires coursework which is the equivalent of a 2-year college program, and then requires 2-3 years of supervised experience thereafter before you can truly be able to work independently with a variety of transcription.

The best way to get your foot in the door is to go work for someone on-site until you've learned enough to work on your own. At that point, you'll never be without a job.

Services and institutions are literally desperate to find qualified MTs -- MTs who have a documented ability to do excellent work without supervision. There aren't enough of these people to meet the demand. There are lots of people who just took a course, but they can't hire any of them because their training is incomplete and they can't do the work.

Everyone who is having trouble finding a job after taking a course needs to read this post and see the reality of this work instead of the fantasy. This job requires a broad background in medical language and science AND experience, and the only way to get that is to take a

reputable course and then work in a supervised position for a few years.

### PART 3: SUPPLY AND REFERENCE SOURCES FOR MTs

- \* Software
- \* Equipment
- \* Supplies
- \* Reference Materials and Periodicals

#### SOFTWARE

Medpen (<http://www.mpword.com/>)

E-Mail: support @ medpen.net

Orders: 1 (800) 579-4300

Address: Emmaus MedPen, 3131 Emmaus Way Cosby, TN 37722

Medpen automates formatting, address insertion, line counting, naming/saving, invoicing, etc.

Expanders:

Shorthand ([www.pcshorthand.com](http://www.pcshorthand.com))

Very much like PRD+ and you can convert your PRD files.

SpeedType (<http://www.speedtype.com>)

407-880-2189 Fax: 407-880-8461

Expansion software for Windows. This program is the same as Shorthand.

Instant Text (<http://www.spellex.com>)

Robust expansion program. Can convert PRD+ files.

Medical Spellcheck:

Spellex Development (<http://www.spellex.com>)

1-800-442-WORD

Electronic spellers.

Stedman's Electronic Dictionary (<http://www.stedmans.com/>)

The electronic dictionary is only one of many products for MTs by Stedman's.

Dorland's (<http://www.dorlands.com/>)

Spellcheck add-on and much more.

Line Counters:

Sylvan Software (<http://www.sylvansoft.com>)

1-800-235-9455 Fax: 719-495-8119

Medical/pharmaceutical dictionaries: Wordperfect DOS or WIN, MS Word

Sylcount Line count: WP DOS or WIN.

Practicount and Invoice for Windows (<http://www.practiline.com>)

This line count program counts a variety of file formats, including XLS and PDF. It creates a nice detail report and invoice. Very customizable and accurate.

The Abacus (<http://www.sorcerersoftware.com/>)

Line count for MS Word only. Fairly customizable and accurate.

## EQUIPMENT

Bytescribe Development Company (<http://www.bytescribe.com>)

Phone: 205-425-1981 Fax: 205-298-0004

Birmingham, AL

Orator PRO multiline digital dictation and transcription system, digital handheld recorders, WavPlayer, and other supplies.

Neal Brown's Solutions! Ebay Store

([http://search.ebay.com/\\_W00QOfgtpZ1QQfrppZ25QQsassZsolutionsQ21](http://search.ebay.com/_W00QOfgtpZ1QQfrppZ25QQsassZsolutionsQ21))

Fully refurbished used analog transcribers. These are excellent for students and others still using analog transcribing.

Transcription Gear ([www.transcriptiongear.com](http://www.transcriptiongear.com))

Recorders, call-in systems, transcription equipment and call-in rental service.

Martel Electronics Sales (<http://www.martelelectronics.com>)

1-800-553-5536

Discount transcribing equipment

R. T. King Company (<http://www.transcribers.com>)

310-320-6691

Specializes in new and used transcribing machines for the medical transcriptionist. Sells and services all makes and models (except Panasonic).

Dick Cummins, 21st Century Research

1-800-563-5418 Fax: 619-284-2940

San Diego, California

Sells and services PC-Dart, Dictaphone, etc. for San Diego area and areas where there is no local rep

ECS

800-427-0929

Sells headsets and also foot pedals. Prices range from \$19 to \$79. The brands include Sony, Olympus, Norelco, Dictaphone. The styles include stethoscope and stereo style.

## SUPPLIES

Forms and Filing Systems, Inc. (<http://www.mdfile.net/>)

Phone: 800-472-0171 Fax: 706-802-1880

Rome, GA

Transcription labels, chart, chart dividers

Pat Systems (<http://www.transpaper.com>)

Phone: 800-543-1911 Fax: 972-539-7321

Flower Mound, TX

Transcription labels ("sticky paper"), SoftFlex computer gloves.

Reliable Office Solutions

800-735-4000 voice, or fax 24 hours 800-326-3233

Transcription labels and office supplies – Free same day shipping

Medical Arts Press

1-800-328-2179 voice, or fax 24 hours 1-800-328-0023

Transcription labels and office supplies

REFERENCE MATERIALS AND PERIODICALS

Stedman's (<http://www.stedmans.com>)

Phone: 1-800-527-5597, Fax: 1-800-447-8438

Stedman's Word Books, electronic dictionaries, etc.

Elsevier/Dorland's (<http://www.us.elsevierhealth.com/>)

800-545-2522

Dorland's reference books, electronic dictionary, etc.

Health Professions Institute (<http://www.hpisum.com>)

(209) 551-2112 voice, (209) 551-0404 fax

Word/phrase books SUM MT course

MT Monthly (<http://www.mtmonthly.com>)

1-800-951-5559

Semimonthly newsletter with word helps, information, etc.

The Latest Word

Phone: 1-800-654-2452

Semimonthly newsletter

Monthly Prescribing Reference

800-436-9269

Current drug information. Ask for special rate for medical transcriptionists.

Lexi-Comp Products (<http://store.lexi.com/lexistore/>)

References include the Drug Information Handbook for both regular drugs and dentistry, Infectious Diseases Handbook, and Laboratory Test Handbook.

Neil M. Davis (<http://www.neilmdavis.com>)

Abbreviations book. Web site has place to add new abbreviations to the next edition of their book.

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Facts and Comparisons  
phone 800-777-2295 fax 301-824-7390  
American Drug Index and the Quarterly Drug Index

Advance for Health Information Professionals  
(<http://health-information.advanceweb.com/main.aspx>)  
Free monthly magazine.

Physicians Telephone Directory, Inc.  
(<http://www.thelittlebluebook.com>)  
302 West Main Street, Suite 206, Avon, CT 06001-9962  
Tel: 860-409-7000 Fax 860-674-8893  
The Little Blue Book

Microref ([http://www.microref.com/fs\\_red.htm](http://www.microref.com/fs_red.htm))  
Microref Systems, Inc.  
20 North Wacker Drive, Suite 3012  
Chicago, Illinois 60606  
Tel: (312) 641-1404 Fax: (312) 641-1408  
Please send comments or questions to: [info@xxxxxxxxxxxxx](mailto:info@xxxxxxxxxxxxx)  
Computer shortcuts and productivity; keyboard overlays; quick  
reference cards; desktop publishing rules

### PART 4: MT RESOURCES IN CYBERSPACE

Internet sites and online service areas of interest to MTs.

- \* Mailing lists
- \* Chats
- \* Basic Cyber Reference Library
- \* Key MT Web Sites
- \* Schools
- \* Organizations
- \* MT Online Service

Mailing Lists:

KAMT (Keeping Abreast of Medical Transcription) List  
(<http://www.wvma.com/kamt/ka00001.html>)  
Focus is on already-working MTs.  
Follow instructions at the link to join the group, hosted at Yahoo!

Medspeech – medical speech recognition users mailing list – John  
Leipsic, MD, Listmaster  
To subscribe, send e-mail to [majordomo@xxxxxxxxxxxxxxxxx](mailto:majordomo@xxxxxxxxxxxxxxxxx) with: subscribe  
medspeech yourname@address in the body of the message

IRC (Internet Relay Chat) MT Chat:

#MT-Helpline on Sandnet: Information at  
<http://www.mtdesk.com/guidelines.shtml>

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Open at all times, scheduled help time and chat at M–F 1 p.m. and 8 p.m. Eastern. Experienced and new MTs welcome. Contact is Nancy M. Greene at stat @ cdsnet.net.

#New–MTs on Sandnet: Information at

<http://www.mtecinc.com/studentchat.htm>

8 p.m. ET. This chat is specifically for M–TEC students. Contact: sfrancis@xxxxxxxxxxxx

If you need more information to get to the chats, check out Vander's Medical Transcription: Let's Chat page at <http://www.clandjop.com/~dkvander/mtchat.html>. Just don't read anything before reading the AOL Instructions (page down a screen or two) on that page if you are on AOL, or it won't work.

### BASIC MT CYBER REFERENCE LIBRARY

MT Reference (<http://www.mtreference.com>)

Links built by and for MTs of best sites to research terms, anatomy, physiology, pharmacology, surgical procedures, specialties, style and usage, productivity and the MT online community. Free site. Links are automatically checked so there are no "dead links" in this directory.

RXList ([www.rxlist.com](http://www.rxlist.com))

This site has been redesigned and it isn't as helpful as it used to be.

Merck Manual ([www.merck.com](http://www.merck.com))

Medline: National Library of Medicine (term verification)

<http://medworld.stanford.edu/medworld/researchcorner.html>

### KEY MT WEB SITES

Elsevier | MT Desk (<http://www.mtdesk.com>)

CONTENTS: Word lists by specialty, the famous New Terms and Equipment lists, lots of links to other medical sites. Message areas and discussion forums are at <http://www.mtchat.com>.

MT Exchange (<http://www.mtexchange.com>)

MT blogs, information and idea exchange, classified ads.

Productivity Talk

(<http://www.productivitytalk.com/forums/index.php?act=idx>)

The best site with the best experts on productivity enhancement tools and how to use your computer and software.

MT Spot (<http://mtspot.com/>)

Lively community with links to other discussion forums started and

maintained by individual MTs.

MT Stars (<http://forum.mtstars.com/main/>)

Discussion forum for MTs. Heavily moderated.

MT Daily (<http://www.mtdaily.com>)

Subscription discussion forums. Formerly one of the more active MT communities on the web.

Humor:

Da Nose (<http://www.da-nose.com/>)

Da Nose touches on the everyday foibles of the online community and MT life in general.

Empty Stars (<http://www.emptystars.net>)

They're stars, and they're empty. Reviews, editorials, blogs and more.

## SCHOOLS

Schools that have earned the AAMT approval:

M-TEC (<http://www.mtecinc.com/>)

Andrews School (<http://www.andrewsschool.com/>)

Career Step (<http://www.careerstep.com/>)

Lakeshore Technical College (<http://www.gotoltc.edu/>)

TRS Institute (<http://www.transrs.com/>)

Exact-Med/United Tribes Transcription Training  
(<http://www.exactmed.com/>)

CanScribe Career Centre (<http://www.canscribe.com/>)

## ORGANIZATIONS

American Association for Medical Transcription (<http://www.aamt.org>)

CONTENTS: Sells AAMT Book of Style. Administers Medical Transcriptionist Certification Program. Offers continuing education for MTs. Bimonthly publication, Journal of American Association for Medical Transcription (JAAMT).

Medical Transcription Industry Alliance (<http://www.mtia.com>)

CONTENTS: Organization for MT service owners. Has links list,

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publications listing, other interesting information about the industry.

### MEDICAL TRANSCRIPTION ON ONLINE SERVICES

(information on other services would also be gladly received)

AOL: Use the keyword function (Command–K/Mac, Control–K/Windows) and type in medical transcription and then look for the boards (there is no longer a direct keyword to the boards). From inside AOL, the direct link is: aol://5863:126/mBLA:128708. Forums are moderated by LDRSWPLCRae@xxxxxxx – e–mail Rae if you have questions.

CHATS: AOL and AIM users

Thursday evening chat for AOL and AIM people only 6:00 Pacific 7:00 Mtn 8:00 Central 9:00 Eastern To be added to the weekly reminder and Buddy List : Email to Judity01@xxxxxxx with NEW LIST in Subject line To be added to Judity's Buddy List only: Email with NEW BUDDY in Subject line AIM only: Please include your AIM and email names.

### NEWSGROUP ACCESS INSTRUCTIONS:

AOL has changed it's message boards, and these forums are no longer moderated by Community Leaders as in the past. You may access the Medical Transcription Forums from inside AOL by entering this address: aol://5863:126/mBLA:128708. The Message Board formats have also changed, though some are still able to view these in the old–fashioned AOL board style.

You no longer need AOL at all to read these Message Boards. You can access them at this address:

[http://messageboards.aol.com/aol/en\\_us/boards.php?boardId=128708&func=2&channel=Find+a+Job](http://messageboards.aol.com/aol/en_us/boards.php?boardId=128708&func=2&channel=Find+a+Job)

As there are no longer Community Leaders for AOL Message Boards, Rae Morrill is no longer the moderator; however, you may e–mail her at RaeMorrill@xxxxxxx if you have any difficulty getting to the boards and she will be happy to help if she can.

Business Know–How Forums:

<http://boards.netscape.com/netbusiness/brdlist.mbl?boardId=128708>

These recently moved to the W3 as a result of restructuring by AOL. You must have an AIM screen name to log into the forums from W3 and then can participate the same as users within AOL

### PART 5: GETTING THE MAXIMUM BENEFIT FROM YOUR NEWSGROUP PARTICIPATION

Many thanks to Tony Sheppard for this lighthearted look at the ups and downs of sci.med.transcription. This is just to say that not everybody takes everything on the newsgroup seriously.

Sunday, Sweet Sunday

Copyright 1998 by Tony Sheppard at tjupep @ peganet.com

The sailboats on the Gulf are great,  
The dolphins are at play;  
The sun is warm and wonderful,  
Another gorgeous day.

While over at the hospital,  
ER is in full swing;  
So all the weekend warriors  
Still get to 'do their thing.'

But Lo! Companionship abounds,  
Who says that we're alone?  
More threads than many blankets have,  
More drugs and terms unknown!

The sensitivity this week  
Beats Oprah by a mile;  
"Professionals," we call ourselves,  
That means we flame with style!

At times we take someone apart

From safe behind our screen;

Amazing, all we think we know  
Of folks we've never seen.

Within each person there's a heart,  
And feelings, too, we know;  
We've all been hurt, so what the h\_\_\_ --  
Let's tell 'em where to go!

But all in all, we still hang in  
When others need, we're there;  
It's just a little hard to see  
Sometimes how much we care.

The work's frustrating as can be  
That's true for everyone;  
The folks here really understand,  
That helps to get it done.

So, even tho' the weather's nice,  
I'm sure that you'll agree;  
It's not quite as 'fulfilling' as  
A week on S.M.T!

Happy Sunday, everyone, and thanks for being here!

The following section is written by Peggy LaChance at digitalcmt @ mindspring.com

Looking to post a word help question to SMT?

You're welcome to post them here. We have a number of really good MTs who are available to help. We do our best, but it's sometimes difficult to be very helpful — not because the word is difficult, but because we don't have enough information to make a good decision. Sometimes, we can't help because we can't find the post to begin with.

There are some things you can do to make it easier for us to help you.

If you are asking for help, post your word help in a NEW ARTICLE, not as a response to \*another\* word help question. That way, we'll all see it. It will stand out, all by itself, in the newest postings we've received, and we can answer it promptly.

If you post your new question as a part of somebody else's word help thread, you run the almost certain risk that we won't see it. We don't always read the responses to word helps — we only post help.

Second, provide us with enough information to make an reasonable decision about your word. You need to provide us with the exact text quote, with the word in question spelled "fon et ti cal ly" in as neutral a manner as possible. Don't try to make up a word that it sounds like — just give us the raw sounds. Most of the time, we'll know what you need just based on the quoted text surrounding the word you need. It also helps to provide the other relevant information ("context") from the report. If you don't have this information, or the text, be prepared for us to tell you that we can't help much — we rely on the context.

Third, tell us exactly what references you searched which didn't help and how you looked up what you didn't find. That enables us to avoid wasting time with references which won't produce. It will also enable us to help you develop an appropriate reference library and the skill to use it.

And if someone does suggest more appropriate references or some continuing education, or if someone does provide some little hints on how to use the ones you have, accept this with a welcoming heart, eh Grasshopper?

Finally, one reminder to all those helpful folks out there — please cite your sources when you provide word help assistance! It's not enough to provide a spelling — the person who needs the word also needs a documented source. It's not enough to just say someone told you what it was.

## Netiquette

/net'ee-ket/ or /net'i-ket/ /n./ The conventions of politeness recognized on Usenet, such as avoidance of cross-posting to inappropriate groups and refraining from commercial pluggery outside the biz groups.

### Basics of Usenet Netiquette:

- \* Do not post private e-mail conversations to the newsgroup
- \* Using caps lock is SHOUTING. Use upper and lower case and caps only for emphasis.
- \* Do not post chain mail.
- \* Check at Urban Legends (<http://www.snopes2.com/>) site before posting pleas for help, e-petitions, virus warnings or other bandwidth and time wasters.
- \* Ignore trolls (people who post with deliberate intent to flame).
- \* Resist saying anything that cannot be backed up with proof or that you wouldn't say if the person you're addressing was standing in front of you.
- \* Posts with HTML tags is not well read and your message will be lost.
- \* Try to include a quote from another poster to whom you are responding so the rest of us don't have to wonder what you're talking about.
- \* Give credit where credit is due --- include the poster's name with the quote.
- \* Keep signature lines short.
- \* Remember you're in the Internet time zone. If you live on the East Coast, don't post the outcome of a television show or sporting event. If you must, include the words SPOILER ALERT in the subject line.
- \* Off topic posts should include OT in the subject line.

## Emoticons

An emoticon is the text expression of emotion (slang for emotional icon). Be sure to sprinkle your posts with emoticons, as they assist the readers in judging the intent of your words, absent voice and facial expression. If you are unfamiliar with emoticons, visit Bronwen and Claire's Really Huge Emoticon Collection. (<http://www.angelfire.com/hi/hahakiam/emoticon.html>)

## PART 6: THE ORIGINAL RFD AND CHARTER FOR SCI.MED.TRANSCRIPTION

From jwt2 @ pge.com Tue Jun 21 19:48:56 1994

Path: uunet!bounce-back  
From: jwt2 @ pge.com (Jim Trudeau)  
Newsgroups: news.announce.newgroups,news.groups,sci.med

## sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

Subject: RFD: sci.med.transcription  
Followup-To: news.groups  
Date: 21 Jun 1994 17:48:19 -0400  
Organization: pge.com  
Lines: 74  
Sender: tale @ uunet.uu.net  
Approved: tale @ uunet.uu.net  
Message-ID: <2u7n73\$of8@xxxxxxxxxxxxxx  
NNTP-Posting-Host: rodan.uu.net  
Xref: uunet news.announce.newgroups:5243 news.groups:106816  
sci.med:90659

This is an official Request for Discussion (RFD) on the creation of a new newsgroup called (probably) "sci.med.transcription".

Group name: sci.med.transcription  
Status: unmoderated  
Distribution: world-wide  
Summary: A newsgroup for the discussion of all aspects of the medical transcription profession  
Proposed by: Jim Trudeau  
Internet ..... jwt2 @ pge.com  
CompuServe ..... 74252 , 360  
America Online ... Jim Trudeau

### JUSTIFICATION

Currently there are thousands of medical transcriptionists (MT's) working from their homes, doctor's offices, and in hospitals who find it difficult to share professional information with each other. While some MT's can be found on Prodigy, GENIE, CompuServe, and a variety of small BBS's, there is a need to provide a unifying channel of communications to bring MT's together on a worldwide basis.

An Internet newsgroup is the preferred method of providing this channel of communications. GENIE, Delphi, and AOL currently provide newsgroup access, and CompuServe plans to offer it within 6 months. A newsgroup will provide a commonly accessible method of communicating between the users of all of these on-line systems. It will also serve those MT's who are directly connected to the Internet (Colleges, some hospitals, etc.).

A newsgroup is being proposed instead of a mailing list or list server because most MT's access the Internet via commercial on-line systems. The volume of mail that such a list would generate would create could cause a financial barrier to active MT participation. As an example the CompuServe forum for MT's has 30-40 messages per day, and the other on-line services would add additional message traffic.

### CHARTER

## sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

This would be an unmoderated newsgroup providing a forum for the discussion of all aspects of the profession of medical transcription.

These discussions would include, but are not be limited to:

- The spelling and defining of medical terminology
- Introduction of new medical terminology to MT's
- Discussions about specialized equipment MT's use
- Discussions on continuing professional training
- Guidance for new MT's just entering the profession
- Discussions on software and hardware used by MT's
- Spreading the word about job opportunities
- General social interaction

### ADMINISTRIVIA (Administrative trivia)

This RFD is being issued in accordance with the guidelines set in the "USENET Newsgroup Creation Companion" that is regularly posted to news.announce.newgroups.

After this RFD is posted on news.announce.newgroups it will be posted in the forums on CompuServe, GENIE, America Online, and Prodigy where MT's are known to be found. I will also have a copy of this RFD sent to two publications that are widely read by MT's: Journal of the American Association of Medical Transcription (JAAMT) and MT Monthly. By this I hope to entice even more MT's to "get plugged in" to any one of the services that can provide Internet access.

### RESULT

unmoderated group sci.med.transcription

passes 163:17

There were 163 YES votes and 17 NO votes, for a total of 180 valid votes. There were 2 abstains.

For group passage, YES votes must be at least 2/3 of all valid (YES and NO) votes. There also must be at least 100 more YES votes than NO votes. There is a five day discussion period after these results are posted. If no serious allegations of voting irregularities are raised, the moderator of news.announce.newgroups will create the group shortly thereafter. Newsgroups line: sci.med.transcription Info for and about medical transcriptionists. This vote is being conducted by a neutral third party. For voting questions only contact rdippold@ qualcomm.com. For questions about the proposed group contact Jim Trudeau (jwt @ pge.com).

### CHARTER

This would be an unmoderated newsgroup providing a forum for the discussion of all aspects of the profession of medical transcription.

These discussions would include, but are not be limited to:

## sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

- The spelling and defining of medical terminology
- Introduction of new medical terminology to MT's
- Discussions about specialized equipment MT's use
- Discussions on continuing professional training
- Guidance for new MT's just entering the profession
- Discussions on software and hardware used by MT's
- Spreading the word about job opportunities
- General social interaction

Currently there are thousands of medical transcriptionists (MT's) working from their homes, doctor's offices, and in hospitals who find it difficult to share professional information with other MT's. While MT's can be found on Prodigy, GENIE, CompuServe, America Online, and a variety of small BBS's, there is a need to provide a unifying channel of communications to bring MT's together on a worldwide basis. The sci.med.transcription newsgroup will do this.

sci.med.transcription Final Vote Ack

Voted Yes

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70410.1234@xxxxxxxxxxxxxxxxx Joe Patterson  
70672.1623@xxxxxxxxxxxxxxxxx Brian  
71175.1665@xxxxxxxxxxxxxxxxx Ella Hudson  
71301.437@xxxxxxxxxxxxxxxxx Michele Chavez  
71740.1212@xxxxxxxxxxxxxxxxx Ellen Atwood  
71763.3274@xxxxxxxxxxxxxxxxx Mary Morken  
73062.56@xxxxxxxxxxxxxxxxx Glenna Zeman  
73320.1124@xxxxxxxxxxxxxxxxx Susan Powell  
73474.3056@xxxxxxxxxxxxxxxxx Roger Deming  
73524.1321@xxxxxxxxxxxxxxxxx Mary S. Leggewie  
73622.1250@xxxxxxxxxxxxxxxxx Barbara Beier  
73663.3553@xxxxxxxxxxxxxxxxx Terry Williams  
73672.3043@xxxxxxxxxxxxxxxxx Sandy Breitenbach  
73752.2003@xxxxxxxxxxxxxxxxx Mary S. Burgamy  
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74401.1713@xxxxxxxxxxxxxxxxx KELLY L. ALLEN  
74443.2516@xxxxxxxxxxxxxxxxx Susan R. Campbell  
74663.3173@xxxxxxxxxxxxxxxxx Shelley A. Quackenbush  
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76470.2267@xxxxxxxxxxxxxxxxx Ed Lovell  
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sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

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bleier@xxxxxxxxx Alan Bleier  
bploegst@xxxxxxxxxxxxxxxxxxxxx Ploegstra, Barbara  
Bruzer@xxxxxxxxx  
Burdo@xxxxxxx  
cameron@xxxxxxxxxxxxxxxxx Pauline Cameron  
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CAROLYNV@xxxxxxxxx  
Cheechie@xxxxxxx  
CHGA57B@xxxxxxxxxxxxx MS JENNIFER L MARTIN  
christ@xxxxxxxxxxxxx Chris Tieman  
ClaudiaD@xxxxxxxxxxxxx Claudia Dizenzo  
clstampe@xxxxxxxxxxxxxxxxxxxxx Chris Stamper  
comanche@xxxxxxxxxxxxx  
Cuddlytoo@xxxxxxx  
CYAG@xxxxxxxxxxxxxxxxxxxxx Arlene Greenberg  
dacey@xxxxxxx Peter Campbell  
dbhill@xxxxxxxxxxxxx David B. Hill  
dconner@xxxxxxxxxxxxx David Conner  
ddl@xxxxxxxxxxxxxxxxxxxxx Dominique Latour  
dhansen@xxxxxxxxxxxxx David Hansen  
dhook@xxxxxxxxxxxxx  
Diakeuast@xxxxxxx  
DJD8%IAD% Audit@xxxxxxxxxxxxxxxxxxxxx  
DJO1% TRAIN% SFNPG@xxxxxxxxxxxxxxxxxxxxx  
djp30@xxxxxxxxxxxxxxxxxxxxx Dennis Parker  
dmartin@xxxxxxxxxxxxx  
dmartin@xxxxxxxxxxxxx  
dnmiller@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx David Neal Miller  
DRA1% QC% DCP@xxxxxxxxxxxxxxxxxxxxx  
dscollin@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx David Scollin  
dwallach@xxxxxxxxxxxxxxxxxxxxx Dan Wallach  
DWHa% CnoOpt% CTS@xxxxxxxxxxxxxxxxxxxxx  
dwu2@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx Ding Wu  
ebcox@xxxxxxxxxxxxxxxxxxxxx Edwin Cox M.D.  
efrank@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx Ed Frank  
epidemi@xxxxxxxxxxxxx Epidemiologia  
erik@xxxxxxxxxxxxxxxxxxxxx  
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flybear@xxxxxxxxxxxxx Carlos Mosca  
flyman@xxxxxxxxxxxxx  
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sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

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halvorj@xxxxxxxxxxxxxxxx Halvor R Johansen  
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IDEAN39@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
IKL1%AsiAds%CTS@xxxxxxxxxxxxxxxxxxxxx  
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j.ray2@xxxxxxxxxxxxxxxxxxxxx  
jab@xxxxxxx Jeff Bowles  
jdwood@xxxxxxx Judy Wood  
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JRSn%TsPm%PS@xxxxxxxxxxxxxxxxxxxxx  
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JWT2%MktStf%SvrSraMv1@xxxxxxxxxxxxxxxxxxxxx  
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kanderso@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Kari Anderson  
KARDEL@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
kingsley@xxxxxxxxxxxxxxxxxxxxx  
kkm@xxxxxxx Kathleen Kearney Moore  
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sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

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College  
siamak@xxxxxxxxxxxxx Siamak Ansari  
small@xxxxxxxxxxxxx Kevin Small  
sprow@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx Sandra J. Prow  
stingray@xxxxxxxxxxxxx  
STW1% AsiCes% CTS@xxxxxxxxxxxxxxxxxxxxx  
SUMN78A@xxxxxxxxxxxxx MS PAT E STIEBER  
SWVE22A@xxxxxxxxxxxxx MS PAT KUTHE  
tittop@xxxxxxxxxxxxx  
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urh@xxxxxxx Ulrich R. Herken  
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Voted No

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ewl@xxxxxxxxxxxxxxxxxxxxx Emery Lapinski fsspr@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
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rick@xxxxxxx Richard H. Miller smarry@xxxxxxxxxxxxxxxxxxxxx  
Smarasderagd stainles@xxxxxxx Dwight Brown WARD@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx  
Ward F. Bush will.rogers@xxxxxxxxxxxxx Abstained

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carlson@xxxxxxx Eric C. Carlson mmt@xxxxxxxxxxxxx Maxime Taksar  
KC6ZPS

## sci.med.transcription Frequently Asked Questions (SMT FAQ) Update

To return to the newsgroup sci.med.transcription, click here (<news:sci.med.transcription>). Please stay tuned for the latest information!

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If you're going to get crap, it might as well be cheap crap.

Read my blog at [www.mtexchange.com](http://www.mtexchange.com)  
My favorite links site: [www.mtreferance.com](http://www.mtreferance.com)  
My company web site: [www.alphabest.com](http://www.alphabest.com)

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