

Transcription Reference Guide

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Transcription Reference Guide

Introduction

The *Transcription Reference Guide* is a valuable tool as you are learning to transcribe medical reports. It includes samples of the report formats you will be using in this course as well as a list of all the rules you will learn, a list of common laboratory values and other references that will be helpful. In addition, you'll find a section of *Word Lists* and *Alphabetized Flashterms*.

The *Word List* corresponds to the terms in the Audio Exercises for this course. The *Word List* follows the order of the lessons, so you'll hear some of the general terms first, followed by the specific system terms. When listening to the *Word List*, you may notice slight differences in pronunciation. For example, you'll hear an *s* on the end of some eponyms, but the *s* is removed in the transcribed report. Doctors will often dictate the plural form of the eponym, but most facilities elect to delete the plural form (Alzheimer's versus Alzheimer). Learning to work with these differences helps to prepare you for your future career as a medical transcriptionist or editor.

The *Alphabetized Flashterms* is an easy-to-use list to help you check context, confirm spelling of medical terms and assist with sound-alike words. Keep in mind that the definitions provided are brief, and a term may have more than one meaning. The list cannot take the place of research, but it should serve you well with the reports you will prepare in this course.

Take a few minutes to look through the *Transcription Reference Guide* now to become familiar with the information included. Make sure to keep it on hand to refer to as you complete the Practice Exercises and Quizzes.

Patient, Doctor and Facility List

Patients

Alan Crisp 030602	Gilda Massey 030319	Mario Pepe 040406
Andrew Hill 030504	Glenda Ferrar 040402	Mary Charles 040303
Angela Pierce 040411	Jack Leaf 040102	Melinda John 040333
Anna Carter 050101	Jack Low 030317	Merry Rogers 040305
Anna Morales 030722	Jack Perkins 040204	Mimi Greene 030522
Arthur Mosely 050104	James Lake 040180	Mona Morret 040306
Arthur Riez 040109	Jan Keating 030609	Ned Hallman 030501
Artie Small 030502	Jerry Smith 040207	Norman Spears 050121
Baby Boy Charles 040303	Jess Cruz 030315	Paul Quintero 040206
Barbara Thomas 050102	Jim Baskerville 030711	Priscilla Ryall 030202
Benny Bedford 050122	Jimmie Crow 040205	Rob Ritchie 030204
Bill Jackson 030213	Joie Smith 030327	Robbie Bark 030255
Billie Tree 040401	Jose Beliz 050105	Robert Storms 040221
Brandy Richards 030313	Kelly Hale 030512	Robin Li 030205
Carmen Kelly 040405	Laura Brown 030311	Rocky Cataline 030445
Carrie Bloom 030210	Len Atwater 030706	Sarah Eames 030201
Celia Delacruz 030206	Lidia Cruz 040403	Sarah Rose 030348
Chester Sylvester 050103	Linda Loma 030447	Sean Taylor 030505
Cindy Charming 040364	Lupe Corona 040203	Sherry Dolan 030444
Clara Raoul 040302	Manuel Lopez 030702	Sheryl Brown 030314
Dana Petrov 040155	Maria Ortiz 030503	Sonya Wells 040409
Dolores Mega 030456	Mario Pepe 040406	Tom White 040101
Doug Bush 030488	Linda Loma 030447	Tommy Francis 030511
Ella Martin 040111	Lupe Corona 040203	Tony Pepe 030422
Floyd James 050123	Manuel Lopez 030702	Yasuyo Mora 030601
Gary Gray 030441	Maria Ortiz 030503	

Doctors

Ali Ibrahimi	Juan Feliz	Ryo Miyamoto
Anne Jones	Marikit Makabuhay	Sansuk Sudsai
Bill Jones	Robert Snow	Sung Pak
Dilip Patel		

Facilities

Weston Emergency Room
Weston Medical Center

Quick-learn Guide

Abbreviations and Acronyms

Rule 1

Lesson 41 Step 16; Lesson 42 Step 13; Lesson 46 Step 7; Lesson 46 Step 18

Do not use abbreviations, including acronyms, in any of the following parts of a medical record: ADMITTING DIAGNOSIS, DISCHARGE DIAGNOSIS, PREOPERATIVE DIAGNOSIS, POSTOPERATIVE DIAGNOSIS, IMPRESSION, ASSESSMENT or OPERATION PERFORMED. When an acronym is dictated in one of these headings, write out the full term instead.

Exception: Lower case Latin abbreviations and abbreviated units of measurement can be used anywhere in a report.

Exception: The acronyms NYHA and CCVS can be used in any section of a medical report.

Exception: The acronym AIDS can be used in any section of a medical report when used in the phrase “AIDS-related complex.”

Rule 2

Lesson 42 Step 3

Do not use dangerous abbreviations anywhere in a medical report. These should be converted to their acceptable form when dictated.

Rule 3

Lesson 41 Step 21

Do not punctuate abbreviations that are in all capital letters, including acronyms, which are typed in all capital letters. Do not punctuate abbreviated academic degrees, professional credentials or personal or courtesy titles (such as PhD, MD, CMT, Dr, Mr or Jr). Do not punctuate genus name abbreviations (such as E coli). Do not use periods after abbreviated units of measurement. Do not punctuate Latin and chemical abbreviations that use upper and lower case letters together.

Rule 4

Lesson 41 Step 21

Punctuate Latin lower case abbreviations.

Rule 5

Lesson 41 Step 17; Lesson 42 Step 6

Abbreviate metric units of measurement used with numerals (mg, cm, kg, etc.). Do not add an “s” to the abbreviation to form the plural. When used without a numeral, these should be written out. Do not abbreviate most nonmetric units of measurement (pounds, ounces, minutes, hours, etc.).

Exception: The “s” is added to the abbreviation “tab” (for “tablet”) when used in a plural context.

Exception: When used in conjunction with the slash and a numeral or an abbreviated metric unit, nonmetric units can be abbreviated.

Numbers and Symbols

Rule 6

Lesson 41 Step 17

Use Arabic numerals (1, 2, 3, 4) for most expressions of numbers, including age, sizes, dimensions, measurements and statistics. Use Arabic numerals in all expressions pertaining to dosages including strength, dosage and directions. Include a space after the number in a dosage abbreviation, such as q.2 h.

Exception: When two different numbers are next to each other, spell one out and use a numeral for the other.

Exception: Use written numbers at the beginning of a sentence.

Exception: Spell out a number when it is used as a noun or a pronoun.

Exception: Numerals must be used for burn classifications, so if the sentence begins with a numeral for a burn classification, you must edit the sentence.

Exception: For Apgar scores, use a numeral for the score and use a written number for the minutes at which the test was taken.

Rule 7

Lesson 41 Step 17; Lesson 44 Step 7; Lesson 45 Step 7

Use Arabic numerals for classifications, except when Roman numerals are specified as part of an established nomenclature or there is strong documentation that the preferred form is Roman.

Exception: For this course, Roman numerals will be used for cancer stages; classifications of heart disease (NYHA, CCVS); Fredrickson classifications including hyperlipidemia, pressure and decubitus ulcer stages; and Billroth classifications.

Rule 8

Lesson 41 Step 17

Use written numbers for simple fractions not followed by a unit of measurement. Hyphenate written-out fractions. Use Arabic numerals for mixed fractions. Use a hyphen with a mixed fraction.

Rule 9

Lesson 41 Step 17; Lesson 42 Step 13

Use decimal numbers instead of fractions for drug doses, laboratory values and measurements. Never leave a blank space before a decimal number; use a zero before a decimal point if there is no other numeral dictated.

Rule 10

Lesson 41 Step 17

Use symbols with numerals and abbreviations. Do not leave a space between the symbol and the numeral or abbreviation.

Exception: Leave a space between a numeral and the symbol “x”.

Exception: Leave a space before the degree symbol when expressing a temperature (98 °F) but not an angle (45° angle).

Exception: Use the slash (/) as the symbol for “per” and for “over” in measurements or dosages when there are numerals or abbreviations on both sides of the slash. Otherwise, write out “per.”

Rule 11

Lesson 40 Step 12

The degree symbol is used for expressions of temperature and for angles. Regarding temperature, if the doctor doesn’t dictate “degrees Fahrenheit,” you will only type the number provided. However, if the doctor dictates either “degrees” or “Fahrenheit,” you will add the other word for consistency.

Exception: If you are unable to insert the degree symbol into your document, write out the word “degrees” instead, and if reporting a temperature, write out the temperature scale name as well.

Capitalization

Rule 12

Lesson 40 Step 5, 6, 9; Lesson 41 Step 17

Capitalize all the letters in titles and major headings in medical reports. Subheadings should have initial capital letters, with only the first word of the subheading capitalized. Capitalize the first letter following a report heading or subheading.

Rule 13

Lesson 40 Step 9; Lesson 41 Step 17

Institutions have specific rules for allergy statements. For this course, type the allergy statement in all capital letters. Do not use all capitals for sentences that further clarify the allergy statement.

Rule 14

Lesson 41 Step 17

Capitalize proper names, including specific names of hospitals, clinics and institutions. Do not capitalize nonspecific references to types of hospitals, clinics or institutions. Capitalize department names only when the department name includes the name of the hospital or facility. Capitalize the first letter of names of races and ethnic groups. Do not capitalize words that refer to skin color. Capitalize brand names of medications, instruments, equipment or supplies. Capitalize the brand name the way the manufacturer does. Do not capitalize generic medications or other names that are not brand names.

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Rule 15

Lesson 41 Step 17

Do not capitalize the names of specialties or types of specialists. Do not capitalize names of diseases, syndromes or conditions unless it is an eponym. Capitalize only the eponym portion of the name. Do not capitalize medical classification terms, including stage, grade, class, lead, series and type.

Rule 16

Lesson 41 Step 17; Lesson 46 Step 18

Capitalize the first letter of abbreviations of chemical elements when they are dictated alone or in a compound. Do not capitalize the full names of chemical elements and compounds when they are written out. Use capital letters for letters that classify infectious organisms, medications and vitamins.

Rule 17

Lesson 43 Step 7

Capitalize genus names of bacteria, viruses and fungi when they are written out, singular, or when they are abbreviated, and accompanied by a species name. Do not capitalize genus names when they are plural, when they end with an adjective suffix, when they stand alone or are names of diseases/conditions. Do not capitalize species names.

Periods

Rule 18

Lesson 41 Step 17, 21

Use a period at the end of a phrase that is a complete thought (sentence). Capitalize the first word following the period. If the first word of the sentence is a word or abbreviation that should never be capitalized, such as pH, insert another word to start the sentence. Place the final period in quoted material within the quotation marks.

Rule 19

Lesson 41 Step 21

Use a period to separate results from different laboratory tests but not to separate results in the list from a single test.

Commas

Rule 20

Lesson 41 Step 21

Use a comma to separate independent adjectives that modify one noun.

Exception: Do not use commas before age, race, gender or nationality.

Rule 21

Lesson 41 Step 21

Do not use commas to separate cumulative adjectives that modify a noun when each adjective does not modify the noun independently.

Rule 22 Lesson 41 Step 21

Use a comma to separate a phrase that explains a noun when that phrase follows a noun and does not begin with a preposition.

Rule 23 Lesson 41 Step 21

Use paired commas to offset a dependent clause in the middle of a sentence.

Rule 24 Lesson 41 Step 21

Use a comma or pair of commas to set off parenthetical expressions and nonessential phrases.

Exception: Do not use commas to offset essential phrases beginning with a preposition within a sentence or at the end of a sentence.

Rule 25 Lesson 41 Step 21

Use commas before and after introductory words within a sentence, such as *namely, that is, i.e., or for example* when a series of items follows.

Rule 26 Lesson 41 Step 21

Use a comma to separate items in a series. If there are only two items in the series separated by “and” or “or,” do not use a comma. If the word “and” or “or” is used before an item in a longer series, the comma before “and” or “or” is not used.

Rule 27 Lesson 41 Step 21

Add a comma after an introductory clause or a long introductory phrase that begins a sentence. Introductory clauses may start with adverbs like *after, although, as, because, before, if, since, though, until, when, etc.* Introductory phrases may begin with prepositions.

Rule 28 Lesson 41 Step 21, Lesson 43 Step 7

Use a comma between independent clauses joined by a conjunction.

Rule 29 Lesson 41 Step 21

Use a comma to indicate thousands in numbers 10,000 and greater. For numbers 9999 and lower, the comma should not be used.

Rule 30 Lesson 41 Step 21

Do not use commas within a single drug dosage or between a test name and its result.

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Rule 31 *Lesson 41 Step 21*

Use a comma to set off degrees or titles from names.

Rule 32 *Lesson 45 Step 7*

Use a comma to set off the year when a full date is given.

Rule 33 *Lesson 41 Step 21; Lesson 47 Step 28*

Do not use a comma between two measurements that are part of a single overall measurement.

Semicolons

Rule 34 *Lesson 43 Step 7*

Use a semicolon between independent clauses that are closely related and are not joined by a conjunction.

Rule 35 *Lesson 43 Step 7*

Use a semicolon between independent clauses that are closely related and are joined by a transitional adverb. Use a comma after the transitional adverb.

Rule 36 *Lesson 43 Step 7*

Use semicolons between phrases or items in a series when the phrases or items contain commas.

Colons

Rule 37 *Lesson 40 Step 5, 9; Lesson 41 Step 21*

Use a colon after major headings and subheadings in a medical report only when the information continues on the same line. Use an initial capital on the first word after the colon.

Rule 38 *Lesson 41 Step 21*

Use a colon after phrases ending with “the following” or “as follows” or when the structure of the dictation requires the colon. Use an initial capital on the first word after the colon.

Rule 39 *Lesson 41 Step 21*

Use a colon for a ratio and the time of day.

Apostrophes

Rule 40 *Lesson 41 Step 16, 21; Lesson 47 Step 28*

Use apostrophes to show possession of objects and possession of time. Do not use the possessive form of eponyms, even when the eponym is dictated in the possessive form.

Rule 41 *Lesson 41 Step 16; Lesson 42 Step 13*

Do not use apostrophes to form plurals of names, abbreviations or acronyms.

Hyphens

Rule 42 *Lesson 41 Step 21*

Use a hyphen for the words “to” and “through” for ranges.

Exception: Write out the word “through” instead of using a hyphen when expressing a range of vertebrae or a range of EKG leads.

Rule 43 *Lesson 41 Step 21*

Do not use a hyphen to attach a prefix to a word.

Exception: Use a hyphen after a prefix or between root words when two matching vowels are next to each other or when any three vowels are next to each other.

Exception: Use a hyphen between a prefix and an acronym, abbreviation or number.

Exception: Use a hyphen between a prefix and an eponym.

Rule 44 *Lesson 41 Step 21; Lesson 46 Step 7*

Use a hyphen between a noun and a letter or number.

Exception: Do not use a hyphen in a chemical symbol.

Exception: Do not use a hyphen for electrocardiographic deflections (Q wave, B wave) or lymphocytes (T cells, B cells) unless the term is used as a compound adjective.

Rule 45 *Lesson 41 Step 21*

Use a hyphen to join eponyms named for two people.

Rule 46 *Lesson 43 Step 7*

Use a hyphen to join two or more words functioning as a single adjective before the noun. This includes when a number and an English unit of measurement which is spelled out and is used before a noun. Do not use the hyphen when one of the words is an adverb.

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Rule 47 *Lesson 45 Step 7*

Use a hyphen to connect adjective pairs which are made up of opposites or corresponding adjectives.

Rule 48 *Lesson 43 Step 7*

Use a hyphen to divide words at the end of a line. Divide English words between syllables. Divide medical terms between word parts. If a word already contains a hyphen, divide it at the existing hyphen.

Rule 49 *Lesson 41 Step 21*

Do not use a hyphen in compound verbs that include a preposition, such as up, in, down, etc.

Exception: If compound verbs are used as nouns or adjectives, they are hyphenated.

Format

Rule 50 *Lesson 40 Step 9*

All information in a medical report is typed flush left at the 1-inch margin. SRT reports are edited online; therefore, no margin adjustments are needed.

Rule 51 *Lesson 40 Step 9*

For this course, use the standard format order as shown on the format samples. If headings are dictated out of order, edit the report to correct the format order.

Rule 52 *Lesson 40 Step 9; Lesson 49 Step 3*

Do not include a heading or subheading if no information is dictated for it.

Exception: In chart note format, all headings are required. If any are omitted, flag it for the doctor.

Exception: In operative format, PREOPERATIVE DIAGNOSIS, POSTOPERATIVE DIAGNOSIS and PRIMARY PROCEDURE are all required. If omitted, flag it for the doctor.

Rule 53 *Lesson 40 Step 5, 6, 9*

The signature space comes at the end of the report. When you have finished the last line of the report, press the enter key four times and then type the dictating doctor's name, in formal format.

Rule 54 *Lesson 40 Step 5*

Do not leave a heading alone on a page without any of its text. If a heading appears on the last line of a page, move it to the next page to accompany its text.

Rule 55 *Lesson 40 Step 6, 9*

The dictation and transcription dates must be typed separately, even if they are the same. Use numeral format for these dates. They are indicated by the abbreviations “D:” for the date dictated and “T:” for the date transcribed.

Rule 56 *Lesson 40 Step 6, 9*

Identifying information is required on the first page of a report. Refer to the format guidelines provided in the lessons for instructions on correctly formatting the different types of reports. Use the informal format for the doctor’s name in the identifying information.

Rule 57 *Lesson 40 Step 5*

When a transcript is longer than one page, electronic formatting allows text to wrap and flow from start to finish without formatting for page breaks. For submission in this course, you will allow text to wrap and flow from start to finish through the page breaks.

Style

Rule 58 *Lesson 40 Step 12; Lesson 41 Step 21*

Use vertical numbered lists, in full block paragraph style, where the heading is on one line and the text begins on the next line. Capitalize the first letter of each item in a vertical list. Use a period after the item number in a vertical numbered list and at the end of each list item.

Exception: Use horizontal numbered lists in run-on paragraphs, where the text immediately follows the subheading on the same line. Use parentheses with no period around the number in a horizontal numbered list.

Rule 59 *Lesson 40 Step 12; Lesson 43 Step 7*

Vital signs must be separated by periods. Use a colon after the vital sign name.

Rule 60 *Lesson 40 Step 5; Lesson 49 Step 3*

Use only one space following a period, comma, colon or semicolon.

Exception: When the colon is used as a symbol for ratio, omit the space.

Exception: Omit the space after the colon when used for the doctor’s and transcriptionist’s initials.

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Rule 61

Lesson 43 Step 7

Obscene or offensive statements are never put in a medical report unless the patient is being quoted (always use quotation marks around the quoted statement). If the patient is not being quoted, delete the offensive or obscene statement. Do not transcribe slang unless it is essential to the meaning of the report or when you cannot determine what it means.

Exception: Some medical slang terms are so common that their use is accepted within the body of a medical report. Write the terms out in full when dictated as part of a heading, subheading or title.

Rule 62

Lesson 43 Step 7

Use the article “an” before words or acronyms that start with a vowel sound when pronounced.

Rule 63

Lesson 43 Step 7

Avoid the use of contractions in medical reports.

Rule 64

Lesson 45 Step 7

Write out dates in full within a medical report.

Exception: Numeral format is used for the dictation and transcription dates at the end of the report.

Rule 65

Lesson 41 Step 17

Use numeral format to express a specific time. Use lower case letters and periods for a.m. and p.m.

Rule 66

Lesson 44 Step 12; Lesson 46 Step 7

Write “status post” as two words. Do not hyphenate “status post.” Do not join “post” to the following word.

Rule 67

Lesson 47 Step 28

Do not capitalize “gravida,” “para” or “abortus” except when used at the start of a sentence. Use Arabic numerals with these terms, and separate them with commas.

Rule 68

Lesson 42 Step 13

Express specific gravity with four digits and a decimal point between the first and second digits.

Rule 69 *Lesson 41 Step 17; Lesson 42 Step 6*

Include a space between numerals and their units of measurement.

Rule 70 *Lesson 49 Step 3*

Use a whole number, hyphen (-) and numeral zero (0) for suture sizes. For 0-0 or 0, type as dictated.

Rule 71 *Lesson 43 Step 7*

At the end of a line, never divide abbreviations, acronyms, proper names, numerals and their units of measurement, names and their titles, months and their days, suture sizes and suture material, words with one syllable or words with fewer than six letters. Do not use hyphens at the end of two or more adjacent lines or at the end of the last line of a page. Do not divide a medication dosage between two pages.

Rule 72 *Lesson 42 Step 16*

Only edit to correct obvious errors in grammar, such as noun/verb agreement (a singular noun with a plural verb) or for obvious errors of fact. For obvious errors of fact, if it isn't clear from the rest of the report what the correct word should be, flag the term. Never edit to "improve" the doctor's writing style.

Format Samples

Formatting Specifics

Format Guidelines—Use the following format for the reports in this course.

Paper: For the most professional look, use white paper and type on one side of the page only.

Margins: Use one-half inch to one inch margins, top and bottom and on either side. Do not use right justification to make your right margin even. In this course, use 1-inch margins all around the page for reports. Use single line spacing with “Before” and “After” set to 0. Please note, SRT reports will be edited online; therefore, no margin adjustments are needed.

Font and font size: Use Times New Roman font in size 12 for the course. Avoid italics, script, handwriting or a fancy font. Times New Roman is considered the most readable font. Please note, SRT reports are edited online; therefore, no font adjustments are needed.

Identifying information block: Appears at the top of the first page on the first line after the top margin for the Big Four or on the line above a Chart Note.

Use the following example for identifying information on Big Four Reports:

Name: (Patient name)
#(Patient number)
Dr (Doctor’s name, informal format)

Use the following example for identifying information on Chart Notes:

Name: (Patient name)
#(Patient number)

PROBLEM #(number)

Use the following example for identifying information on Operative Reports:

Name: (Patient’s name)
#(Patient number)
Date of Operation: (Written-out date)
Department: (Department Name)
Surgeon: (Name in formal format), MD
Assistant Surgeon: (Name in formal format), MD

OPERATIVE REPORT

Section titles: At left margin and in all capitals.

Headings: At left margin and in all capitals.

Subheadings: At left margin and use initial capital on the first word only.

Colon: Only after headings and subheadings when the information continues on the same line.

Double space: Before each new heading. Single space before subheadings. When you “double space,” there is one blank line before the next line of text. Single space the headings from GENERAL through NEUROLOGIC in the PHYSICAL EXAMINATION section.

Text: May begin on the same line as the heading or on the line following, depending on the format used. Text begins on the same line as a subheading and is single-spaced. There is no blank line between a heading and its first line of text. Insert only one space between words or after punctuation. In this course, use only one space after the period when beginning a new sentence.

End of report: When you have finished the last line of the report, press the enter key four times, and then type the dictating doctor’s name using the formal format. This leaves space for the doctor to sign. Double space after the doctor’s name. At the left margin, list the dictation date, D: (date), and the transcription date, T: (date). Include the doctor’s initials and your initials. Both sets of initials should either be in upper case or lower case letters and separated with a colon. For this course, unless dictated otherwise, use the current date for the transcription date and the day before as the dictation date.

Keyboarding Tips

When transcribing or editing reports, do not press the enter key at the end of every line. Your word processing program and the SRT editing program will automatically wrap you to the next line to continue typing. Only press the enter key when you have completed the text for a heading or subheading and are ready to start a new heading or subheading.

If the dictating doctor instructs you to start a new paragraph, you press enter once and start a new paragraph on the very next line.

Do not use the tab key or space bar to tab or space across to the next new line. These actions will add extra characters to your documents which may result in a point deduction.

When pressing the enter key, be sure you do not press any other key at the same time. Pressing another key simultaneously with the enter key may create a different type of “return” that will result in an error in your document formatting. Press the enter key twice to create one blank line.

Chart Note

Name: Annie Sample
#100-00-001

PROBLEM #2 Pelvic examination deferred.

SUBJECTIVE

Patient returns after pelvic exam by gynecologist. Four weeks' pregnancy found at pelvic exam.

OBJECTIVE

Abdomen: Fullness in lower abdomen. Breast fullness. Positive HCG. Sonography confirms normal IUP, 4 weeks' size.

ASSESSMENT

Weight gain secondary to unsuspected normal intrauterine pregnancy.

PLAN

Add IUP to problem list. Patient advised not to diet for weight control. Return to gynecologist for prenatal care.

Jess Kydding, MD

D: (yesterday's date)

T: (today's date)

JK:(your initials)

History and Physical Examination

Name: Atwater Holm
#0020014
Dr Jess Kydding

HISTORY AND PHYSICAL EXAMINATION

HISTORY

CHIEF COMPLAINT

The patient wants to begin regular physical examinations as a part of routine health care.

HISTORY OF PRESENT ILLNESS

The patient has not seen a doctor for 10 years and wants to begin to take care of herself.

PAST HISTORY

Medications: No current medications except for daily multivitamins.

Illnesses: Usual childhood diseases: Measles, mumps, chickenpox. She had no other serious illnesses.

Operations: Appendectomy. No complications or sequelae.

ALLERGIES: ALLERGIC TO PENICILLIN. History of rash with oral medication.

Social history: Smokes a half a pack of cigarettes per day. Denies alcohol or recreational drug use. Married. Housewife. Volunteers time at the Humane Society caring for sick animals.

Family history: Father, mother and one brother, living and well. Maternal grandmother died at age 55 from complications of diabetes. No other family history of heart or thyroid disease or cancer.

REVIEW OF SYSTEMS

Skin: Dry and cool to touch without discoloration. Well-healed appendectomy scar, RLQ, abdomen.

Hair: Normal distribution and texture.

HEENT: Eyes: Uses glasses for near vision. Ears: No history of hearing loss, tinnitus, dizziness.

Essentially unremarkable. Nose: No loss of smell. No colds or bleeding. Mouth and throat:

Normal dentition in good repair. Four molars removed. No difficulty swallowing, hoarseness, swollen glands or pain.

Cardiorespiratory: No history of murmurs, dyspnea, orthopnea, hemoptysis or chest pain. Mild nonproductive cough with smoking.

Gastrointestinal: Good appetite, no significant change in weight for 5 years. Stools formed and normal in color. Denies vomiting or blood in stools.

Genitourinary: Urine clear yellow without dysuria, nocturia, urgency or stress incontinence.

Gynecologic: Para 0, gravida 1. Spontaneous abortion, 6 weeks. No current contraception. Birth control pills for 5 years. Regular menstrual cycle of 28 days; 5 days' flow; last regular menstrual period 5 days prior to this visit. Practices monthly breast self-examination.

Neuropsychiatric: No headache, vertigo, convulsions. Able to cope with stresses of adult life.

Musculoskeletal: No limitation of movement, pain, fractures.

Transcription Reference Guide

PHYSICAL EXAMINATION

GENERAL: The patient is a well-nourished, well-developed white female in no acute distress who appears slightly older than her stated age of 42. The patient is oriented to time, place and person.

VITAL SIGNS: Pulse: 88/min and regular. Blood pressure: 120/77. Respiratory rate: 16 and regular. Temperature: 98.6 °F.

HEENT: Eyes: Vision 20/25. Pupils are normal and reactive to light and accommodation. EOMs intact. Funduscopic examination normal. Ears: Unremarkable. Nose: Unremarkable. Throat: Pharynx is clear.

NECK: Thyroid moves with swallowing and is not enlarged. No masses. No bruits.

CHEST: Heart: Heart tones are normal. No cardiomegaly, murmurs or bruits. PMI left 4th intercostal space in the midclavicular line. Lungs: Clear to auscultation and percussion. Breasts: Symmetrical without masses or distortion.

ABDOMEN: Soft and scaphoid. Bowel sounds are normal to auscultation. No organomegaly at palpation. No pain or rebound tenderness at palpation.

PELVIC: The external genitalia are normal. Pelvic examination was deferred to the patient's gynecologist, whom she will see this week.

RECTAL: No hemorrhoids or masses. No blood in the stool or on the examining finger. Stool guaiac negative.

EXTREMITIES: Full range of motion. All pulses are equal and full bilaterally.

NEUROLOGIC: Cranial nerves 2-12 are grossly intact. Deep tendon reflexes are normoreflexive and equal bilaterally.

IMPRESSION

1. Normal physical examination.
2. Pelvic examination deferred.

PLAN

Refer to gynecologist for pelvic examination and Pap smear; chest x-ray, baseline mammogram; routine blood work, urinalysis; EKG.

Patient to call when tests and referral are completed to schedule return visit for results and to discuss methods to control or quit smoking.

In the absence of abnormal results, the patient is advised to return in 1 year for routine examination.

Jess Kydding, MD

D: (yesterday's date)

T: (today's date)

JK:(your initials)

Consultation Report

Name: Annie Sample
#100-00-001
Dr Sally Ho

GYNECOLOGY CONSULTATION REPORT

REASON FOR REFERRAL

Patient referred for pelvic examination as part of routine physical before beginning diet and exercise program.

HISTORY OF PRESENT ILLNESS

The patient is 10 pounds overweight, otherwise feeling fine.

PAST HISTORY

Habits: The patient does not smoke or drink.

Medications: None.

Illnesses: Usual childhood diseases. No serious illnesses.

Operations: T&A.

ALLERGIES: NO KNOWN DRUG ALLERGIES.

Social history: Single, preschool teacher.

Family history: Parents and 4 siblings alive and well. No family history of breast cancer or uterine cancer.

REVIEW OF SYSTEMS

Skin: No rashes or discoloration.

Hair: No hair loss.

HEENT: Noncontributory.

Cardiorespiratory: No palpitations, murmurs. No chest pain, shortness of breath.

Gastrointestinal: Stools brown. No diarrhea or constipation.

Genitourinary: No nocturia or hematuria.

Gynecologic: Last regular menses 2 days ago. Sexually active. No birth control methods used.

Breast tenderness only premenstrual.

Neuropsychiatric: No sleep disturbances. No history of anxiety or depression. No seizures, headaches or loss of consciousness.

Musculoskeletal: No myalgia, arthralgia, loss of strength.

PHYSICAL EXAMINATION

GENERAL: This is a well-nourished, well-developed 26-year-old female in no acute distress. Alert and oriented.

VITAL SIGNS: Pulse: 80/min. Blood pressure: 100/80. Respiratory rate: 20/min. Temperature: 98.6 °F.

HEENT: Eyes: PERRLA. EOMs intact. Mouth: Good oral hygiene without masses.

NECK: No thyromegaly.

CHEST: Clear to auscultation and percussion. Heart: Regular rate and rhythm. Normal heart tones. No murmurs. Breasts: Symmetrical. No masses or discharge.

Transcription Reference Guide

ABDOMEN: Soft and slightly full in the suprapubic region. No masses or organomegaly palpated.

PELVIC: Normal perineum. Bimanual: Uterus nongravid, anteflexed and anteverted. No enlargement, masses or fixation. No adnexal masses or fixation. Cervical, vaginal smears obtained. No cervical erosions. No cul-de-sac fluid.

RECTAL: No blood on the examining glove. Stool guaiac negative.

EXTREMITIES: No cyanosis, clubbing or edema. Full range of motion. Pulses 2+, no bruits.

NEUROLOGIC: Normal sensation to pinprick and vibration. DTRs normoreflexive and equal bilaterally.

DATABASE

CBC normal. Electrolytes: Na 138, K 4.3, Cl 97, pH 7.4. Pap smear pending. Stool guaiac negative.

ASSESSMENT

Normal gynecologic examination.

RECOMMENDATIONS

Telephone office in 1 week for results of Pap smear. Agree with diet plan. In addition, decreasing fat in the diet to below 30% will decrease risk factors for breast, uterine cancer. Recommend walking for exercise, which will make future child-bearing easier. Advise against weight loss below average for height. Recommend yearly Pap smear, monthly breast self-examination.

Thank you for referring this patient.

Sally Ho, MD

D: (yesterday's date)

T: (today's date)

SH:(your initials)

Discharge Summary

Name: Lavon Poydras
#050741
Dr Ali Ibrahimi

DISCHARGE SUMMARY

DATE OF ADMISSION
December 1, 20XX

DATE OF DISCHARGE
December 5, 20XX

ADMITTING DIAGNOSIS
Possible fracture, right elbow.

HISTORY OF PRESENT ILLNESS

The patient is a 26-year-old black male who flew off a motorcycle during a sudden stop, landing on and subsequently injuring his right elbow. The patient complained of pain, tenderness, swelling and decreased range of motion.

PERTINENT PAST HISTORY
Noncontributory.

LABORATORY FINDINGS

Plain films demonstrated comminuted olecranon, coronoid and radial head fractures with joint subluxation.

HOSPITAL COURSE

On admission, the patient was alert and afebrile. Physical examination was remarkable only for right elbow swelling, diffuse tenderness and decreased range of motion. The patient was taken to the operating room for open reduction and internal fixation of right olecranon, partial right radial head excision, and partial right coronoid process excision. He tolerated the procedure well and was splinted postoperatively. A drain was placed at the elbow. Two days later, the drain was removed. No complications.

DISPOSITION

Discharged to home in improving condition with the splint still intact.

FOLLOW-UP

Thompson Clinic appointment in 1 week. Patient advised to elevate right upper extremity. Patient advised to return sooner if there is a change in the color or of ability to move fingers.

CONDITION ON DISCHARGE

Good.

Transcription Reference Guide

DISCHARGE DIAGNOSIS

Right elbow radial head fracture, coronoid fracture and olecranon fracture with subluxation of the elbow joint.

PROGNOSIS

Good.

DISCHARGE MEDICATIONS

Tylenol p.r.n. for pain.

Ali Ibrahimi, MD

D: (yesterday's date)

T: (today's date)

AI:(your initials)

Operative Report

Name: Barry Hays

#050781

Date of Operation: December 1, 20XX

Department: Cardiology

Surgeon: M. Makabuhay, MD

Assistant Surgeon: D. Patel, MD

OPERATIVE REPORT

PREOPERATIVE DIAGNOSIS

Postinfarct angina.

POSTOPERATIVE DIAGNOSIS

Postinfarct angina.

PRIMARY PROCEDURE

LEFT CARDIAC CATHETERIZATION WITH SELECTIVE RIGHT AND LEFT CORONARY ANGIOGRAPHY.

PROCEDURE

After informed consent was obtained, the patient was brought to the cardiac catheterization laboratory, and the groin was prepped in the usual fashion. Using 1% lidocaine, the right groin was infiltrated, and using the Seldinger technique, the right femoral artery was cannulated. Through this, a movable guidewire was then advanced to the level of the diaphragm, and through it, a 6 French pigtail catheter was then advanced under hemodynamic monitoring to the ascending aorta and inserted into the left ventricle. Pressure measurements were obtained, and cineangiograms in the RAO and LAO positions were then obtained. Catheter was then withdrawn, and a #6 French nonbleedback sidearm sheath was then introduced, and through this, a 6 French-Judkins left coronary catheter was then advanced under hemodynamic monitoring to the left coronary ostium, engaged. Cineangiograms were obtained of the left coronary system. This catheter was then exchanged for a Judkins right 4 coronary catheter of similar dimension and under hemodynamic monitoring again was advanced to the right coronaryostium, engaged. Cineangiograms were obtained, and the catheter and sheath were then withdrawn. The patient tolerated the procedure well and left the cardiac catheterization laboratory in stable condition, no evidence of hematoma formation or active bleeding. Complications: None. Total contrast: 110 mL of Hexabrix. Total fluoroscopy time: 1.8 minutes. Medications: Reglan 10 mg p.o., 5 mg p.o. Valium, Benadryl 50 mg p.o., and heparin 3000 units IV push.

Marikit Makabuhay, MD

D: (yesterday's date)

T: (today's date)

MM:(your initials)

Lab Tests—Normal Reference Values

Hematology

Complete Blood Count (CBC)	
RBC	4.30-5.99 mil/mm ³
MCV	80.0-100.0 mcg ³
MCH.....	26.0-34.0 pg
MCHC.....	31.0-36.0 g/dL or g%
Hb.....	12-18 g/dL or g%
HCT.....	38.8-53.2%
WBC	4.1-10.9 k/mm ³
with differential	
lymphs.....	25-33%
monos.....	3-7%
segmented	54-62%
neutrophils bands.....	3-5%
eosinophils.....	0-3%
basophils	0-1%
platelets.....	150,000-450,000/mm ³
reticulocytes	25,000-75,000/mm ³
prothrombin time	12.0-14.0 seconds
partial thrombo-	20-35 seconds
plastin time	

Urinalysis

color.....	straw
clarity	clear
sp. gr.	1.003-1.030
glucose.....	neg
bilirubin	neg
ketones.....	neg
blood	neg
pH.....	4.6-8.0
protein	neg (dipstick)
urobilinogen.....	0.5-4.0 mg/24 hour
nitrite	neg
cells	neg
casts.....	neg
crystals.....	neg

Normal Vital Sign Values

pulse	50-100/min
blood pressure.....	120/70
respiratory rate	14-20/min
temperature	98.6 °F

Chemistry

(Tests on blood serum)

sodium	136-145 mEq/L
potassium.....	3.5-5.0 mEq/L
chloride	96-106 mEq/L
bicarbonate	19-25 mEq/L
calcium	9.0-11.0 mg/dL
phosphate	2.4-4.7 mg/dL
glucose.....	60-100 mg/dL
BUN	10-20 mg/dL
uric acid	4.0-8.5 mg/dL
creatinine	0.6-1.3 mg/dL
alkaline phosphatase	20-90 U/L
protein	6.0-8.0 g/dL
albumin	3.5-5.5 g/dL
bilirubin	0.3-1.1 mg/dL
conjugated bilirubin0.0-0.2 mg/dL
CK (CPK).....	<150 U/L
LDH.....	50-150 U/L
SGPT (ALT)	5-35 U/L
SGOT (AST)	7-46 U/L
magnesium	1.5-2.5 mEq/L
serum amylase	27-131 U/L
serum copper70-1.55 mcg/dL
folic acid	2.5-20.0 ng/mL
vitamin B12.....	180-900 pg/mL

Arterial Blood Gases (ABG)

pH.....	7.35-7.45
pO ₂	80-95 mmHg
pCO ₂	35-45 mmHg
O ₂ saturation	95-98%
HCO ₃	21-28 mEq/L

Pharmaceutical Abbreviations

Common Prescription Abbreviations			
Abbreviation	Definition	Abbreviation	Definition
a.a.	of each	oz	ounce
a.c.	before meals	p.c.	after meals
ad lib	as desired	p.o.	by mouth, orally
aq.	aqueous (water-based)	p.r.n.	as needed
b.i.d.	twice a day	q.a.m.	every morning
cap.	capsule	q.h.	every hour
comp.	compound	q.2 h.	every two hours
dil.	dilute	q.3 h.	every three hours
elix	elixir	q.i.d.	four times a day
g or gm	gram	Rx	take
gt	drop	s	without
gtt	drops	Sig.	directions
h.	hour	s.o.s.	if necessary
h.s.	at bedtime	stat	immediately
M	mix; minimum	subl.	sublingual (under the tongue)
mg	milligrams	syr.	syrup
noct.	night	t.i.d.	three times a day
non rep./N.R.	do not repeat, no refills	tr./tinct.	tincture
O.	pint	ung.	ointment

Dangerous Abbreviations

Dangerous Abbreviations			
Abbreviation	Definition	Misinterpretations	Correction
cc	cubic centimeter	can be mistaken for U (unit)	mL (milliliters)
q.d., qd, Q.D.	daily	can be read as "four times daily"	daily
q.n.	every night	can be read as "every hour"	nightly
U, u	unit	can be read as a 0, 4 or cc	unit
IU	international unit	can be read as IV, intravenous or 10	unit
q.o.d., qod, QOD, Q.O.D.	every other day	can be mistaken for daily or period after q can be mistaken for l	every other day
X.0 mg	X mg	the decimal point can be missed	
.X mg	0.X mg	X represents a numeral	
MS	morphine sulfate	can be confused with magnesium sulfate	
MSO ⁴	morphine sulfate	can be confused with magnesium sulfate	
MgSO ⁴	magnesium sulfate	can be confused with morphine sulfate	
SS	sliding scale	insulin or 1/2 55	sliding scale, one-half or 1/2

Metric Units

Mass and Weight			
Unit	Abbreviation	Number of Grams	Approximate U.S. Equivalent
metric ton	t	1,000,000	1.102 short tons
kilogram	kg	1,000	2.2046 pounds
hectogram	hg	100	3.527 ounces
dekagram	dag	10	0.353 ounce
gram	g	1	0.035 ounce
decigram	dg	0.1	1.543 grains
centigram	cg	0.01	0.154 grain
milligram	mg	0.001	0.015 grain
microgram	µg	0.000001	0.000015 grain

Length			
Unit	Abbreviation	Number of Meters	Approximate U.S. Equivalent
kilometer	km	1,000	0.62 mile
hectometer	hm	100	328.08 feet
dekameter	dam	10	32.81 feet
meter	m	1	39.37 inches
decimeter	dm	0.1	3.94 inches
centimeter	cm	0.01	0.39 inch
millimeter	mm	0.001	0.039 inch
micrometer	µm	0.000001	0.000039 inch

Volume			
Unit	Abbreviation	Number of Cubic Meters	Approximate U.S. Equivalent
cubic meter	m ³	1	1.307 cubic yards
cubic decimeter	dm ³	0.001	61.023 cubic inches
cubic centimeter	cu cm or cm ³	0.000001	0.061 cubic inch

Online References

As you begin your career as a medical transcriptionist, you'll discover the value of resources, especially online references. The following references will get you started. Make sure you bookmark these sites, as well as the other references that you'll discover in your new career.

- **www.rxlist.com**—This site provides drug reference information.
- **www.drugs.com**—This site is a comprehensive and up-to-date source of drug information online.
- **www.webmd.com**—Use this site to explore health conditions including symptoms, condition facts, diagnoses, tests and treatments.
- **www.ama-assn.org**—This is the American Medical Association site. Here, you can search nearly all of the licensed physicians in the U.S.
- **www.ama-assn.org/ama/pub/category/2645.html**—Each state licenses the physicians who practice in the state. This site provides links to the state medical boards.
- **www.ahdionline.org**—The Association for Healthcare Documentation Integrity is a valuable online resource. In addition, AHDI offers certification options, which you can explore on AHDI's website. This site also sells professional and educational resources.

Plurals and Sound-alike Words

Quick-reference Chart for Medical Plurals			
Ending	Change To	Example	Final Form
/um	/a	medi um	medi a
/us	/i	calcul us	calcul i
/a	/ae	lamin a	lamin ae
/is	/es	diagnos is	diagnos es
/itis	/itid/es	arthr itis	arthr itid/es
i/on	i/a	criteri on	criteri a
ax	ac/es	thor ax	thorac es
ix	ic/es	cervi x	cervic es
ex	ic/es	index 	indic es
yx	yc/es	caly x	calyc es
nx	ng/es	lary nx	laryng es
en	in/a	lumen 	lumin a
ma	mat/a	carcin oma	carcinomat a

Quick-reference Chart for English Plurals		
Rules	Singular	Plural
Most nouns just add s	Dog	Dogs
Many nouns ending with a consonant + y change the y to i and add es	Lobby	Lobbies
Nouns ending with a vowel + y just add s	Toy	Toys
Nouns ending with <i>ch, sh, ss</i> or <i>x</i> add es	Church	Churches
Many nouns ending with <i>f</i> or <i>fe</i> change this to a <i>v</i> and add es	Leaf	Leaves
Nouns ending with a vowel + o add s	Radio	Radios
Nouns ending with a consonant + o add es	Potato	Potatoes

Transcription Reference Guide

Quick-reference Chart to Sound-alike Words			
Sound-alike Words	Meaning	Sound-alike Words	Meaning
abduction, adduction	Abduction means "moving away from"	dysphagia, dysphasia, dysplasia	Dysphagia means "difficulty swallowing"
	Adduction means "drawing towards"		Dysphasia means "impairment of speech"
accept, except	Accept means "to receive willingly"		Dysplasia means "abnormality of adult cells"
	Except means "to leave out or exclude"	discreet, discrete	Discreet means "reserved speech or behavior"
affect, effect	Affect means "to influence"		Discrete means "separate or distinct"
	Effect means "to bring about a change"	farther, further	Farther means "physical distance"
afferent, efferent	Afferent means "toward a center"		Further means "extension of time or degree"
	Efferent means "outward from a center"	vesical, vesicle	Vesical means "pertaining to the bladder"
anuresis, enuresis	Anuresis means "retention of urine in the bladder"		Vesicle means "a small sac or cyst"
	Enuresis means "involuntary discharge of urine" or "bedwetting"	ileum, ilium	Ileum means "distal portion of the colon"
apposition, opposition	Apposition means "placing side by side or next to"		Ilium means "superior part of the hip bone"
	Opposition means "contrary action or condition"	modeling, mottling	Modeling means "learning by imitation"
actasia, ectasia	Actasia means "inability to stand due to muscle coordination"		Mottling means "spotty patches of color"
	Ectasia means "dilation or expansion"	mucous, mucus	Mucous (the adjective) means "pertaining to mucus"
aural, oral	Aural means "pertaining to the ear"		Mucus (the noun) means "free slime of the mucous membranes"
	Oral means "pertaining to the mouth"	perineal, peroneal	Perineal means "pertaining the area between the thighs, from the coccyx to the pubis"
carotid, parotid	Carotid means "artery"		Peroneal means "pertaining to the fibula, or the lateral side of the leg"
	Parotid means "gland"	shoddy, shotty	Shoddy means "poor quality"
CNS, C&S	CNS means "central nervous system"		Shotty means "resembling buckshot, as in <i>shotty nodes</i> "
	C&S means "culture and sensitivity (laboratory data)"		

Common Combined Forms

In medical terminology, there are some terms that can be correctly transcribed as two words, sometimes hyphenated, or as a combined form. For example, the term *metacarpal-phalangeal* is preferred as *metacarpophalangeal*. It can be difficult to determine if the doctor dictated *metacarpal* or *metacarpo*. Research the term carefully, and if you find that it is acceptable as either separate words or as a combined form, use the combined form. Following are examples of commonly combined forms:

You Hear	Transcribe As
adrenal cortical	adrenocortical
anterior apical	anteroapical
anterior lateral	anterolateral
arterial venous	arteriovenous
bronchial alveolar	bronchoalveolar
cardiac vascular	cardiovascular
carpal metacarpal	carpometacarpal
cortical steroid	corticosteroid
genital urinary	genitourinary
medial lateral	mediolateral
metacarpal phalangeal	metacarpophalangeal
metatarsal phalangeal	metatarsophalangeal
normal active	normoactive
normal cephalic	normocephalic
normal reflexive	normoreflexive
oral pharyngeal	oropharyngeal
posterior basal	posterobasal
posterior lateral	posterolateral
posterior medial	posteromedial
temporal frontal	temporofrontal
thoracic dorsal	thoracodorsal
tibial talar	tibiotalar
ventral lateral	ventrolateral
vesical uretral	vesicourethral

Word List

General Words

abduction, adduction	differentiated	infection
abnormality	DNA, deoxyribonucleic acid	infectious
abscess	dura, dural	inflammation
acquired	entrapment	inspection
acute	EOMs, extraocular movements	irreversible
afebrile	episode, episodic	lethal
affect, effect	epithelium	liquefaction
alert and oriented	equal and full	living and well
allergy	etiology	LMD, local medical doctor
anemia	extremities	macroscopic
anoxia	fatty metamorphosis	malignant
anoxic	femoral	mammogram
atrophic	fibrinous	MCA, motorcycle accident
atrophy	fibrosis	medial
auscultation	fibrous	mediastinal
axillary	fixation	meningeal
benign	frontal	metamorphosis
brachial	funduscopy	metastasis
bruits	fungus	microscopic
buccal	genitalia	midclavicular
carpal	genus	midfrontal
caseous	gluteal	midsagittal
CBC with differential, complete blood count with differential	granuloma	monocytes
chronic	granulomatous	morbid
cirrhosis	grossly intact	morphologic
clavicular	Hb, hemoglobin	mucus, mucous
clinical	Hct, HCT, hematocrit	MVA, motor vehicle accident
coagulate	headache	myocardial infarction
complications	hematopoiesis	necrosis
congenital	hemoptysis	neoplasm
costal margin	hemorrhoid	neutrophils
cranial nerves 2-12	hereditary	no acute distress
debride, debridement	hyaline	noncontributory
degenerate	hydrocephalus	normal bowel sounds
developmental	hyperplasia	normoreflexive
	hyperplastic	nosocomial
	hypertrophy	orbital
	hypoxia	organomegaly
	iatrogenic	orthopnea
	idiopathic	palpation

parasagittal	super/, supra/	entrapment
parasite	supine	erythema
patella, patellar	suppurative	erythematous
pathologic	syndrome	follicul/o
pathophysiology	Tagamet	furuncul/o
PCN, penicillin	tarsal	impetigo
percussion	tibia, tibial	inguinal
pericardial	timorous	edematous
peripheral	tinnitus	intertriginous
peritoneal	trauma	lacerate
pharyng/o	traumatic	laceration
plantar	tubercul/o	lentig/o
platelet count	tumor	lichenification
popliteal	UCD, usual childhood diseases	Lyme disease
posteromedial	UCI, usual childhood illnesses	medull/o
postoperative	umbilical	midfrontal
primary intention	unremarkable	nev/o
prognosis	urgency	nodul/o
proximal	vascularize	orbit
pseudo/	vertigo	organomegaly
purulent	visceral	papill/o
pus	well nourished, well developed (WNWD)	periorbital
pyuria	well demarcated	petechi/o
rebound tenderness, pinpoint tenderness		phym/o
referral		phyt/o, /phyte
regenerate		pil/o
reversible		plak/o
rheumatology		pretibial
rhinoplasty		pruritus, pruritic
sacral		psori/a
scapula, scapular		pustul/o
secondary intention		Raynaud phenomenon
secondary to		seizure
section		SLE, systemic lupus erythematosus
septal		spirochete
serous		stat
squamous		stratum, strata, stratum germinativum, stratum corneum
stress incontinence		superficial
subacute		

Integumentary System

/plakia
/sensitivity
acquired immunodeficiency syndrome; AIDS
adenopathy
alopecia
arrector pili
burs/o
butterfly rash
cellulitis
condyl/o
corne/o
cuticul/o
dermat/o

supraorbital
theli/o
trich/o
tympanic membrane, TM, TMs
urticaria
verruc/o
vesicular
vitiligo
wheal

Integumentary System Equipment, Procedures, Pharmaceuticals and Tests

ABD pads
acetic acid
acrylic
aspirin, ASA
C&S, culture and sensitivity
Candida albicans
cephradine
cold packs
Escherichia coli
flap
graft
I&D, incision and drainage
IF test, immunofluorescence test
immunofluorescence
Kerlix
ketoconazole
microsize griseofulvin
Microsporium
NS, normal saline
Pen. Vee K, Pen-Vee K, pen VK
penicillin G
prednis/o
reduction
Silvadene

staphyl/o,
Staphylococcus aureus
suture
tetracycline
tine/o, tinea
tomography
W-70
Wood light
Z-plasty

Neurological System

/ferent
Achilles tendon
Alzheimer disease
amyotrophic disease
anterior chamber
aqueduct/o, aqueduct of Sylvius
arachn/o
arthralgia
AV nicking
cardiovascular
cataract
cerumin/o, cerumen
chiasm/o, chiasm
cholin/o, acetylcholine
chor/o, chori/o
chorea
Chvostek sign
claudication
clubbing
CNS, central nervous system
cochle/o
concussion
contrecoup
crypt/o
CSF, cerebrospinal fluid
CVA, cerebrovascular accident
cycl/o
dendr/o
diabetes

diplopia
encephalitis
episode, episodic
epistaxis
eustachian tube
exudates
fasciculations
fove/o
gemin/o
gingivitis
glaucoma
gyrus, gyri
hemorrhages
hoarseness
Horner syndrome
hypertension
IVH, intraventricular hemorrhage
lacrim/o
lateral sclerosis
LOC, loss of consciousness
Lou Gehrig disease
manometer
mei/o, mi/o
Meniere disease
MS, multiple sclerosis
myalgia
myelin/o
myring/o
nodes of Ranvier
nystagmus
OD, oculus dexter
oligodendroglia, microglia, astrocyte, axon, dendrite (nerve cells)
OS, oculus sinister
Parkinson disease
pineal/o
plexus
pteryg/o
pupil/o

PVR, progressive vitreous retinopathy, NVD, neovascularization of the disk
 pyorrhea
 RAM, rapid alternating movements
 rhinorrhea
 Schwann cells
 sclera
 scleral buckling
 sclerosis
 scopolamine
 scot/o, scotoma, scotomata
 sequelae
 sinusitis
 spher/o
 splanchn/o
 strabismus
 subclavian steal syndrome
 syncope
 Takayasu disease
 thalam/o
 TIA, transient ischemic attack
 tinnitus
 tremor
 vertigo
 vestibul/o

Neurological System Equipment, Procedures, Pharmaceuticals and Tests

/ase
 acetate 1%
 acetyl/
 agglutinin
 atropine
 Augmentin
 barbiturate

Brudzinski sign
 carbonic anhydrase inhibitor
 clonidine
 Cryptococcus
 CT, computed tomography, CAT, computed axial tomography
 Dexacidin ointment
 Diamox
 Dilaudid
 Doppler duplex sonography
 electromyogram, EMG
 endolaser photocoagulation
 ESR, erythrocyte sedimentation rate
 Feldene
 finger-to-nose, heel-to-shin, heel-to-knee
 fundoscopic findings
 Haemophilus (genus)*
 hydroxyl/o
 IgG, IgM, IgE, IgA, IgD (immunoglobulins)
 immobilization
 Kernig sign
 Komberg method
 L-Dopa
 LP, lumbar puncture
 Motrin
 MRI, magnetic resonance imaging
 Neisseria (genus)
 Novocain
 pars plana vitrectomy
 phenytoin
 pinprick
 platelet count
 position
 SF6 gas
 slit lamp
 SMAC-20

tenoplasty
 Timoptic
 Tylenol
 vibration

Musculoskeletal System

/clisis
 /desis
 /sity, /city
 /version
 abrasions
 acet/o
 acromion
 adhes/o, adher/o
 aerobic, anaerobic
 audit/o
 Baker bone cyst
 Barton fracture
 brachial
 calc/o
 cancel/o
 capit/o, capitulum
 carpal tunnel syndrome
 carpometacarpal
 cervical = C1 through C7, thoracic = T1 through T12, lumbar = L1 through L5 (vertebral levels)
 clas/o, clasia
 coccyge/o
 Colles fracture
 compression fracture
 concha, conchae
 contusions
 cranial nerves 2-12
 crepitation
 cribriform plate
 crista galli
 di/, dipl/o, diploe

* All genus names are shown in the Word List with an initial capital. See Rule 17 for correct usage within a medical report.

circle of Willis vein
 cor pulmonale
 coronary arteries
 diapedesis
 diastole, diastolic
 diathesis
 DOE, dyspnea on exertion
 ductus arteriosus artery
 (ligamentum arteriosum)
 ductus venosus vein
 fistula, fistulae
 foramen ovale
 heart tones S1, S2, S3, S4
 hypertrophy
 hypoxemia
 inotropic
 JVD, jugular venous distention
 (distension)
 LAE, left atrial enlargement
 LAH, left atrial hypertrophy
 layers of blood vessels
 lumin/o
 LVEDP, left ventricular
 end-diastolic pressure
 LVH, left ventricular
 hypertrophy
 mesenteric artery
 MI, myocardial infarction
 nodal rhythm
 NYHA, New York Heart
 Association classification
 palpitation
 PDA, patent ductus arteriosus
 platelet
 PND, paroxysmal nocturnal
 dyspnea
 portal vein
 pulsat/o
 RAE, right atrial enlargement
 RAO, right anterior oblique
 regurgitation
 repolarization

RHD, rheumatic heart disease
 RVH, right ventricular
 hypertrophy
 saphenous vein
 SEM, systolic ejection murmur
 sinus rhythm
 SOB, shortness of breath
 sphygm/o
 subclavian artery
 systole, systolic

Cardiovascular System Equipment, Procedures, Pharmaceuticals and Tests

7.5 VIP pacing thermodilution
 Swan-Ganz catheter
 angiogram measurements:
 stroke volume, systolic volume,
 end-diastolic volume, index,
 ejection fraction
 CABG, coronary artery bypass
 graft
 Captopril
 CBC with differential white
 count
 Coumadin
 CPK, creatinine phosphokinase
 CT ratio
 digoxin
 diltiazem
 duplex Doppler 2D
 echocardiogram
 EKG landmarks: R wave,
 P wave, T wave, ST-T wave,
 mean QRS axis, P-R interval,
 Q-T interval, QRS interval
 exercise thallium treadmill study
 Flamm equation
 heparin
 Inderal
 insulin

intracardiac pressures: wedge
 pressure, mean pressure, end-
 diastolic pressure, peak pressure
 introducer sheath
 Isordil
 KCl, potassium chloride
 Lanoxin
 Lasix
 LDH, lactate dehydrogenase
 nifedipine
 Nitropress
 precordial leads V1 through V6
 propranolol
 prosthetic heart valves
 PTCA, percutaneous
 transluminal coronary
 angioplasty
 R'
 Seldinger technique
 serotonin
 Slow-K
 Swan-Ganz catheter
 ventriculography
 Wright stain
 Xanax

Immune System

/omatous
 /poietin
 ARC, AIDS-related complex
 arrhythmia
 bacteremia
 DIC, disseminated
 intravascular coagulopathy
 Hashimoto thyroiditis
 Heberden nodes
 hemiparesis
 hemispheric
 HIV, human immunodeficiency
 virus, HTLV
 hydrat/o
 lymphat/o

malar
MVP, mitral valve prolapse
nuch/o
pancytopenia
phleb/o
plasmapheresis
protuberant
remission
sacroiliac
temporomandibular
thrush
thymosin
turgor

Immune System Equipment, Procedures, Pharmaceuticals and Tests

/globulin
Adriamycin
allopurinol
ANA, antinuclear antibodies
Ancef
antibody-antigen reaction test
anticoagulant factors
antigen-specific antibodies
chlorpromazine
cisplatin
Compazine
gallium
interleukin-2, IL-2
leucovorin
line infection
Mantoux, tine
(tests for tuberculosis)
methotrexate
morphine sulfate
nuclear bone scan, plain film,
bone survey (x-ray studies)

Oncovin
Persantine
PT, prothrombin time, protime
PTT, partial thromboplastin
time
RA factor, rheumatoid arthritis
factor
RIA, radioimmunoassay
Tambocor
thyroid panel
tip culture
titer
vancomycin
Vas Cath
VP-16

Respiratory System

aspiration
asthma/o
atelectasis, atelectatic
berylli/o
clubbing
consolidation
COPD, chronic obstructive
pulmonary disease
CPR, cardiopulmonary
resuscitation
cric/o
defervesce
fluor/o
infiltrate
insufflations
lingula
mainstem bronchi
pleurisy, pleuritic
rales, rhonchi, wheezes,
crackling, bronchial, vesicular
(breathing sounds)
resuscitation
surfactant
theli/o
tonsils

tub/o
URI, upper respiratory infection

Respiratory System Equipment, Procedures, Pharmaceuticals and Tests

/amide
AFB, acid-fast bacilli
amphotericin B
anemia
Bactrim
BAL, bronchial-alveolar lavage
carina
chest tube
ET tube, endotracheal tube
extrinsic
FeSO₄, ferrous sulfate
fluoroscopy
Gram stain
Heimlich maneuver
Histoplasma (genus)
histoplasmosis
homo/
humidifier
hyperemia
incentive spirometer
interstitial, reticulonodular,
Kerley B lines, patch infiltrate,
bleb (lung x-ray patterns)
intrinsic
isoniazid, INH
lung scan and
perfusion-ventilation study
lymphocyte transfer beryllium
sulfate blood test
mesothelioma
Mycobacterium (genus)
nebulizer
partial pressures

pentamidine
 PFT, pulmonary function test
 pO₂ (PO₂), pCO₂ (PCO₂), pH
 (gas measurements)
 PPD
 pyrazinamide
 pyridoxine
 respirator
 Rifamate
 RSV, respiratory syncytial
 virus, paramyxovirus
 ventilator

Gastrointestinal System

/chalasia
 /lapse
 aliment/o
 alopecia
 amin/o
 ampull/o
 anemia
 appendicitis, appendectomy
 ascites, ascetic
 bilirubin/o
 BM, bowel movement
 BMR, basal metabolic rate
 bulimia
 cachexia, cachectic
 celiac axis
 Clostridium (genus)
 coffee-ground emesis
 costal margin
 Crohn disease
 decidu/o
 delirium tremens
 dent/o
 diet/o
 dynam/o
 empyema
 fec/o

fiberoptic
 frenulum
 fruct/o
 galact/o
 gangrene
 Gardner syndrome
 gauge
 GE, gastroesophageal
 girth
 granulomatous
 hematogenous, regional
 lymph node, perineural,
 intraluminal, distant
 (types of metastases)
 hemi
 icterus, icteric
 IF, intrinsic factor
 ileocolitis
 ileus
 indication
 inspection
 intermittent
 intussusception
 jejunoileitis
 ketotic
 knee-chest position
 labi/o, cheil/o
 lact/o
 lithotomy position
 Meckel diverticulum
 melena
 menstrual
 meth/o, eth/o
 mucoviscidosis
 nocturia
 packed red blood cells
 palpation
 parenchyma
 peduncul/o
 perforation, penetration,
 hemorrhage, obstruction
 (complications of peptic ulcer)

Peutz-Jeghers syndrome
 Peyer patches
 PKU, phenylketonuria
 plicae circulares
 polyp/o
 proct/o
 PUD, peptic ulcer disease
 recumbent
 reflux
 regular rate and rhythm
 straw-colored
 syring/o
 TE fistula, tracheal-esophageal
 fistula, tracheoesophageal
 fistula
 Trendelenburg position
 Valsalva maneuver
 volvul/o

Gastrointestinal System Equipment, Procedures, Pharmaceuticals and Tests

anastomosis, anastomoses,
 end-to-end anastomosis,
 end-to-side anastomosis
 balloon tube
 barium enema, upper GI series,
 small bowel follow-through,
 supine abdomen, plain film
 (flat plate) x-ray studies
 Billroth I, Billroth II (surgical
 procedures)
 buccal smear
 Cantor tube
 diazepam
 EGD, esophago-
 gastroduodenoscopy
 ERCP, endoscopic retrograde
 cholangiopancreatography
 folic acid
 GoLYTELY solution

Transcription Reference Guide

guarding, shifting dullness, fluid wave (physical examination findings in the abdomen)
Histamine H2 receptor blockers
Levin tube
Maalox
Miller-Abbott tube
MOM (milk of magnesia)
Mylanta
NSAID, nonsteroidal anti-inflammatory drug
prothrombin time, pro-time
PTC, percutaneous transhepatic cholangiography
Salem sump tube
Sengstaken-Blakemore tube
SGOT, serum glutamic-oxaloacetic transaminase
SGPT, serum glutamate pyruvate transaminase
stool guaiac
thiamine, thiamin
Valium
Zantac

Genitourinary System

/gone, /gon
/inogen
/spadias
/vascularization
acid/o
ald/o
alkyl/o, alkali
AGN, acute glomerulonephritis
Alport syndrome
balan/o
calcin/o
cirrhosis
colic, colicky
Cowper gland

CRF, chronic renal failure
CVA, costovertebral angle
diabetes insipidus
Dietl crisis
dysuria
echo/
epithelial
ESRD, end-stage renal disease
genit/o
implant, malimplantation
intrarenal locations: upper pole, lower pole, midpole, subcapsular, perihilar
leukocytes
MCD, minimal change disease
mictur/o
nephrotic syndrome
pathognomonic
periumbilical
Peyronie disease
plaque
priapism
reflux
rheumatology
rickets
RTA, renal tubular acidosis
sulf/o, sulf/a, sulfon/o
TIN, tubulointerstitial nephritis
tubul/o
UTI, urinary tract infection
vas/o, vas deferens
xanthogranulomatous

Genitourinary System Equipment, Procedures, Pharmaceuticals and Tests

24-hour creatinine clearance
5'-nucleotidase*

ADH, antidiuretic hormone
Amphojel
ampicillin
anticardiolipin
antacentromere
anti-DNA
anti-DNP
antimitochondrial antibody
anti-smooth muscle
bipolar cautery
Bovie cautery
CIPD, chronic intermittent peritoneal dialysis
clean-void urine culture
closed renal biopsy, open renal biopsy
creatinine
cystoscope
dialysis terms: semipermeable, hemodialysis, peritoneal irrigation
electrocautery
electrolytes
endarterectomy
EU, Ehrlich units
evaluations done in urinalysis: color, clarity, pH, specific gravity, glucose, bilirubin, ketones, albumin, protein, cells, casts, amorphous urea crystals, blood
Foley catheter
furosemide
indwelling catheter
Jackson-Pratt drain
lavage
Malecot catheter
Marshall-Marchetti repair (suprapubic vesicourethral suspension)
nephrolithotripsy
osmolarity

*You may also hear this term dictated as 5 prime nucleotidase.

oxacillin
 Penrose drain
 phosphorus
 prostate specific agglutinins
 PT, pro-time, prothrombin time
 PTT, partial thromboplastin time
 Q-panel
 red Robinson catheter
 resectoscope
 sed rate, sedimentation rate
 serum
 suprapubic catheter
 Tenckhoff catheter
 transurethral resection of the prostate (TURP)
 ureteroileostomy
 verapamil
 x-ray studies: IVP (intravenous pyelogram), IVU (intravenous urogram), EU (excretory urogram), retrograde urethrocytogram or voiding cystourethrogram

Reproductive System

ab
 amni/o
 abruptio placentae
 asphyxia
 BUS/V/V, Bartholin, urethral and Skene glands, vulva, vagina
 calcifications
 Chlamydia (genus)
 chori/o
 clitoris
 corp/o, corpus luteum
 cul-de-sac
 descent
 dilatation
 DUB, dysfunctional uterine bleeding

dystocia
 eclampsia
 EDC, estimated date of confinement
 effacement
 episodi/o
 erythroblastosis fetalis
 estr/o, estr/a
 estrogen
 gestation
 Graafian follicle
 gravida
 GUSI, genuine urinary stress incontinence
 hermaphroditism
 hyperemesis gravidarum
 in situ
 laxity
 LNMP, last normal menstrual period
 lochia
 lutein, luteinizing
 luteinizing hormone
 marsupialization
 meconium
 Meigs syndrome
 menarche
 mucin/o
 NSVD, normal spontaneous vaginal delivery
 para
 peau d'orange
 perineum
 placenta previa
 progester/o
 pudend/o
 scirrhus
 station
 Stein-Leventhal syndrome
 TOA, tubo-ovarian abscess
 TORCH (toxoplasmosis, other,

rubella, cytomegalovirus, herpes virus)
 Trichomonas (genus)
 trimester, semester
 troph/o
 tubal insufflations
 vault
 viable
 zygote/o

Reproductive System Equipment, Procedures, Pharmaceuticals and Tests

#7 French red rubber tube
 5-fluorouracil, tamoxifen
 ablation
 alpha-fetoprotein, AFP
 Apgar score
 aqueous silver nitrate, AgNO₃
 beta-HCG (hCG), human chorionic gonadotropin
 betamethasone
 Burch procedure
 cautery, cauterization
 cocaine
 colporrhaphy
 conization, cold conization
 cyclophosphamide
 D&C, dilation and curettage
 DES, diethylstilbestrol
 dexamethasone
 Gantrisin
 Kelly plication
 L/S ratio, lecithin/sphingomyelin ratio
 OCT, oxytocin challenge test
 oxytocin
 Pap test, Pap smear, Papanicolaou

Pitocin
prostaglandin
Provera
sonographic fetal measurements: biparietal diameter (BPD), crown-rump length (CRL)
TAH, total abdominal hysterectomy BSO, bilateral salpingo-oophorectomy

Endocrine System

/ergy, /ergic
/nine
/ophthalmos
/voltage
ACTH, adrenocorticotrophic hormone
Addison disease
Chvostek sign
Conn syndrome
craniopharyngioma
cushing/o
GH, growth hormone
gigantism
goiter
Graves disease
Hashimoto disease
IDDM, insulin-dependent diabetes mellitus
NIDDM, noninsulin-dependent diabetes mellitus
iod/o
islets of Langerhans
isthmus
menopause
mineral/o
myxedema
obligatory
parathyroid hormone, parathormone
propt/o, exophthalmos

RRR, regular rate and rhythm
tetan/o
thyrotoxicosis
Trousseau sign
VMA, vanillylmandelic acid

Endocrine System Equipment, Procedures, Pharmaceuticals and Tests

17-OHCS urine hormone test
adrenalectomy
aldosterone
blood sugar tests: fasting blood sugar, 2-hour postprandial blood sugar, oral glucose tolerance test (OGTT, GTT)
Corgard
CVP, central venous pressure catheter
dexamethasone suppression test
Dextrostix
E2, estradiol
glyburide
Holter cardiac monitor
I-131, radioactive sodium iodide, NaI-131
long-acting insulin
nadolol
osmolality
plasma renin
prolactin
PTU, propylthiouracil
radioactive iodine
rapid-acting insulin
RIA, radioimmunoassay
serum cortisol
short-acting insulin

spironolactone
Steri-Strips
Synthroid
Tapazole
Telfa pad, Telfa 4 x 4
tetraiodothyronine, T4, thyroxine
thyroid function tests: T3 resin uptake, T4 assay, radioactive uptake (RAU), thyroid scan
thyroidectomy
tolbutamide
transsphenoidal
tri-iodothyronine, T3
TSH, thyroid-stimulating hormone
Xeroform gauze

Operative Reports

adenocarcinoma
annul/o, annulus
approximate
ascites, ascitic
blanching
boggy
capitellum
cholesteatoma
chordate tympani
cine (slang), fluoroscopy
crus, crura
crystalloid
dentate ligament
draped
elliptical
en bloc
endobronchial
evacuated
flap
flexor longus pollicis muscle
gastrocnemius muscle
graft donor site
ICU, intensive care unit

Alphabetized Flashterms

#1, #2, #15 scalpel, blade or knife types of surgical tools used for incisions

#7 French red rubber tube tube used to drain body cavities

µg microgram, micrograms

12-lead electrocardiogram leads precordial leads (V1 through V6); extremity leads (aVR, aVL, aVF, I, II, III)

17-OHCS urine hormone test

2 x 2 2-inch square bandage

24-hour creatinine clearance urine test to assess kidney function

5'-nucleotidase blood test to diagnose liver disease

5-fluorouracil used to treat cancer

7.5 VIP pacing thermodilution Swan-Ganz catheter measures intravascular pressure

A

a febrile with fever

a.c. ante cibum; before meals

a/ without, absent

ab abortion

ab/ away from

ABD pads type of bandage

abdomen body between thorax and pelvis

abdomin/o abdomen, relating to abdomen

abdominal relating to abdomen

abdominocentesis puncture or passage into the abdominal cavity

abdominopelvic major body cavity

abduction to draw away from the median plane

abductor tendon transfer surgical relocation of insertion of abductor tendon to another muscle

ABG arterial blood gas

ablation removal of a body part or the destruction of its function

abnormal heart sounds thrill, murmur, bruit, heave, lift, gallop

abnormality state of being abnormal

ABO blood type system

abrasion superficial damage to the skin

abruptio placentae the placental lining separates from the uterus

abscess collection of pus closed off in a sac

/ac(adjective) relating to

ac/ toward, near

acet/o vinegar

acetabul/o vinegar cup

acetate 1% a salt of acetic acid

Acetest a test to determine if acetone is present in urine

acetic acid acidifying agent

acetohexamide used in treatment of diabetes

acetyl/ vinegar alcohol

acetylcholine relating to acetylcholine or the parasympathetic nervous system

acetylsalicylic acid ASA; aspirin

Achilles tendon large tendon at back of lower calf

acid phosphatase enzyme, measurement used as a diagnostic test

acid/o acid or a pH of less than 7.0

acid-fast bacilli AFB; tuberculosis bacteria

ACL anterior cruciate ligament

acquired not inherited or present at birth

acquired immunodeficiency syndrome AIDS; disease due to infection with HIV virus

acr/o extremity, tip

acromion lateral end of spine of the scapula

acrylic used in manufacture of dental prostheses

ACTH adrenocorticotrophic hormone

actin/o ray

/active acting

active transport uses energy to transport elements across a membrane

acu/o sudden, sharp

acute sudden, of short duration

acute glomerulonephritis AGN; active inflammation in the glomeruli

ad lib. ad libitum; as desired

ad/ toward, near

Adair clamps with green towel surgical instrument

adduction to draw toward the median plane

aden/o gland

adenocarcinoma cancer originating in glandular tissue

adenopathy enlargement or disease of the glands

adenosine chemical that helps the actions of gland hormones

adenosine tri ATP; cell molecules that store energy

ADH antidiuretic hormone

adher/o stuck to

adhes/o stuck to

adhesives benzoin

adip/o fat tissues

adipose relating to fat

adnex/o appendages or adjunct parts

adren/o from or relating to the adrenal glands

adrenal gland part of endocrine system

adrenalectomy surgical removal of one or both adrenal glands

Adriamycin used in chemotherapy

adventitia, adventitial outermost layer of loose tissue

advice(noun) opinion, suggestion

advise (verb) to inform

aerobic, anaerobic living in air/living without oxygen

af/ toward, near

AFB acid-fast bacilli; tuberculosis bacteria

afebrile without fever

affect (noun) external expression of emotion

affect (verb) to influence, change

/affective relating to the affect

afferent carrying toward the center

AFP alpha-fetoprotein; test for abnormal pregnancy

agglutinin antibody that clumps particles

AGN acute glomerulonephritis; active inflammation in the glomeruli

agranular smooth reticulum endoplasmic

AI artificial insemination

AIDS acquired immunodeficiency syndrome; disease due to infection with HIV virus

air-filled filled with air

Transcription Reference Guide

air-filled alternating pressure mattress used for burn or bedridden patients to prevent bed sores

air-fluid exchange exchange of gases between lungs and blood

/al (adjective) relating to

albumin/o albumin, found in urine

alcohol/o alcohol

alcoholic relating to alcohol

ald/o chemical containing aldehyde

aldosterone hormone secreted by adrenal cortex

alert and oriented description used in H&P

/algia (noun) pain

aliment/o digestive, nutritional

/alis relating to

alkalosis metabolic, respiratory, hypokalemic, nonhypochloremic

alkyl/o, /alkali a base or a pH of more than 7.0

allergic relating to allergy

allergist one who specializes in study of allergies

allergy abnormality of immune system

allopurinol antigout agent

alopecia baldness

alpha first letter in the Greek alphabet, first position

alpha-fetoprotein AFP; test for abnormal pregnancy

ALS amyotrophic lateral sclerosis; wasting of muscles due to attacks on the nerve cells

alveol/o small round sac

alveoli small round sac; alveolus, alveoi

alveolus small round sac

Alzheimer disease irreversible, progressive brain disease that slowly destroys memory and thinking skills

ambly/ dullness or weakness

Ambu bag bag used for respiration during resuscitation

ambul/o, ambulat/o walking

/amide group of chemicals containing nitrogen

amin/o amine, amino acid

Aminophyllin discontinued trademark for aminophylline

aminophylline discontinued drug used as a bronchodilator for asthma

amiodarone antiarrhythmic

amitriptyline antidepressant

/amnesia, /amnesic loss of memory

amni/o amnion or amniotic fluid

Amoeba (genus) histolytica, proteus, verrucosa

amphi/ both sides, around or about, double

Amphojel trademark for preparations of aluminum hydroxide gel

amphotericin B antifungal agent

ampicillin penicillin

ampull/o outlet shaped like a mouth

ampulla, ampullary part of fallopian tube

amyl/o starch, chemical structure

amyotrophic lateral sclerosis ALS; wasting of muscles due to attacks on the nerve cells

an/ without, absent

an/o anus

ANA antinuclear antibodies

ana/ positive, up	/anol alcohol compounds
anabolic relating to building up a molecule	anomaly, anomalous deviation from normal
anabolism building up a molecule	anorex/i lack of appetite
anaphase one of the phases of cell reproduction	anoxia absence of oxygen
anastomoses end-to-side anastomosis	anoxic relating to absence of oxygen
anastomosis end-to-end anastomosis	Antabuse used for management of chronic alcoholism
anatomic position position of body to describe location	antacids Mylanta, Maalox, MOM (milk of magnesia)
anatomy science of structure of body	ante/ before; may sound like "and he"
Ancef antibacterial	antecubital elbow
andr/o male	antecubital fossa elbow
anemia Cooley, Chvostek, Dresbach, Lederer, megaloblastic, pernicious, sickle cell, thalassemia	anter/o front
anesthesia terms induction, mask, endotracheal, general, local	anterior relating to the front
anesthesia (types of) inhalation, block, regional, topical, general	anterior chamber fluid-filled space inside the eye between the iris and the cornea
anesthesiologist one who specializes in anesthesiology	anti/ against, opposed
anesthesiology study of evaluation and treatment during surgery under anesthesia	antibiotic substances that work to cure infectious diseases caused by bacteria
anesthetics Amytal, Brevital, Cetacaine, flammable, Fluothane, halothane, lidocaine, Marcaine	antibody-antigen reaction tests precipitation, complement fixation, neutralization, agglutination
aneurysm/o aneurysm, a widening	anticardiolipin antibody, blood test to aid in diagnosis of SLE
angi/o vessel containing fluid	anticentromere antibody, blood test for diagnosis of Raynaud disease
angina pectoris chest pain	anticoagulant factor agent which prevents coagulation
angiogram measurements stroke volume, systolic volume, end-diastolic volume, index, ejection fraction	anti-DNA antinuclear antibody, blood test to check SLE
ankyl/o stiff, fused	antiemetic to alleviate nausea and vomiting
annul/o annulus	antigen-specific antibodies proteins that react to specific antigen by disabling it
annulus ring	antimitochondrial antibody antibody seen in almost all patients with biliary cirrhosis

Transcription Reference Guide

antipsychotic effective in treatment of psychosis

anti-smooth muscle an antibody measured to diagnose chronic active hepatitis

antr/o antrum of the stomach

anucleate without nuclei

aort/o aorta

ap/ toward, near

Apgar score score for neonatal well-being

aphagia loss of ability to swallow

aphasia loss of power of speech; may sound like "a phase of"

aphthous characterized by aphthae

apic/o apex, at the tip or top

apo/ separation or derivation from

append/o, appendic/o appendix

appendectomy surgical removal of appendix

approximate bring closely together

appy appendectomy, appendicitis

aq. aqueous; water-based

aque/o water

aqueduct/o water trough, tube

aqueous aq.; water-based

aqueous silver nitrate AgNO₃

aqueous vasopressin nasal spray antidiuretic hormone

/ar (adjective) relating to

arachn/o spider or spider web

ARC AIDS-related complex

arcu/o arched

areol/o containing little spaces

areolar relating to containing little spaces

arrector pili minute smooth muscles of the skin

arrhythmia irregular heartbeat

arteri/o artery

arteriol/o little artery

arthr/o joint

arthralgia joint pain

arthrogryposis (types of) multiplex, congenita, tarda

arthroplasty glenohumeral joint replacement, patellofemoral joint replacement, Colonna capsular arthroplasty, Thompson prosthetic arthroplasty, Charnley low-friction arthroplasty

arthroscopy examination of a joint with an arthroscope

articul/o jointed

/ary (adjective) relating to

ASA acetylsalicylic acid; aspirin

ascetic, ascites accumulation of fluid in abdominal cavity

ASD atrial septal defect

/ase enzyme suffix

asphyxia changes caused by lack of oxygen

aspir/o removal of fluids by suction, inhale

aspiration removal by suction of a gas or fluid

asterixis motor disturbance

asthmat/o asthma, narrowing of the bronchial tubes

astr/o star

asymmetrical disproportion between two or more like parts

/ate that which is, chemical noun ending

atelectasis, atelectatic absence of gas from a part or the whole of the lungs due to failure of expansion of alveoli

ather/o fatty degeneration

atherosclerosis hardening of the arteries

ATNC atraumatic normocephalic

ATP adenosine tri; cell molecules that store energy

atrial flutter irregular heart beat without a pattern

atrophic relating to atrophy

atrophy cells decrease in size or number

atropine antispasmodic

audit/o ear or hearing

augmentation act of enlarging

Augmentin trademark for preparation of amoxicillin and clavulanate potassium

auricul/o auricle, ear

auscultation listen with stethoscope

autism preoccupation with inner thoughts

auto/ self; may sound like "ought to"

autoimmune allergic to one's own tissues

autolysis disintegration of tissues caused by action of their own enzymes

AV nicking localized constrictions in the retinal blood vessels

avascular lacking blood supply

axill/o axilla, armpit

axilla, axillary relating to the armpit

Azulfidine to manage ulcerative colitis

azyg/o azygos

azygos vein that connects the superior and inferior vena cava

B

B cells lymphocytes

b.i.d. bis in die; two times a day

bacitracin antibiotics

bacteremia presence of bacteria in the blood

bacteri/o bacteria

bacterial relating to bacteria

Bactrim anti-infective combination

Baker bone cyst popliteal cyst

BAL bronchial-alveolar lavage

balan/o glans penis

balloon tube tube placed in the stomach

BAO basal acid output

barbiturate depressant of central nervous system

bas/o base

basement membrane holds tissue in place

basil/o at the base

BCP birth control pills; oral contraceptive

behavioral responses pavlovian (Pavlov), skinnerian (Skinner)

Benadryl antihistamine

Bendectin anti-nausea drug used during pregnancy in the past

benign slow growth of neoplasm, does not destroy normal function

benzoin topical treatment to relieve skin irritation or an adhesive

Transcription Reference Guide

benztropine used to treat Parkinson

berylli/o beryllium, a chemical that causes a pneumoconiosis

BeSO₄ beryllium sulfate

beta-HCG (hCG) human chorionic gonadotropin; pregnancy test

betamethasone anti-inflammatory, immunosuppressant

bezoar a hard mass in the stomach or intestines

bi/ two

bi/o living thing, life

bill/o related to bile or the bile system

bilirubin/o red bile pigment, serum test for hepatic or biliary disease

binucleate cells with two nuclei

biology the study of life

biopsy remove tissue for diagnostic examination

bipolar cautery cauterization using a high-frequency electrical current passed through tissue

birefringent a kind of crystal seen at autopsy

birth control pills BCP; oral contraceptive

blade, knife, scalpel #1, #2, #15

blanching pale color, secondary to poor vascular perfusion

/blast (noun) undifferentiated, original

blasts blast cells

Bleomycin antibiotic

blood factors Rh (Rhesus factor), Kell, Lewis, N

blood sugar tests fasting blood sugar, 2-hour postprandial blood sugar, oral glucose tolerance test (OGTT, GTT)

BM bowel movement

BMR basal metabolic rate

boggy soft, wet, spongy

bol/o throw, project

bone parts diaphysis, metaphysis, epiphysis, medullary canal, periosteal membrane

bounding pulses pulses that feel full and springlike on palpation

Bovie cautery surgical procedure performed using a Bovie to cauterize

Bowman probe used on the nasolacrimal ducts

brachi/o arm

brachial relating to the arm

brady/ slower than usual

breast part of reproductive system

breath sounds rales, rhonchi, wheezes, crackling, bronchial breathing sounds, vesicular breathing sounds

breathing sounds rales, rhonchi, wheezes, crackling, bronchial, vesicular

bronch/o airway tubes in lung

bronchial breathing sounds; also rales, rhonchi, wheezes, crackling, vesicular

bronchiol/o bronchiole, branches of the bronchi

bronchoscopy procedure that allows doctors to view the lungs' airways

bronchus numbering right bronchus number (RB#), left bronchus number (LB#)

Bronkosol used to treat asthma

Brown-Adson forceps thumb forceps with fine teeth at the tip, used to grab delicate tissue

Brudzinski sign an indication of meningitis

bruit auscultatory sound	cafe au lait tan skin spots
BSO bilateral salpingo-oophorectomy	calc/o calcium
BSS balanced saline solution	calcane/o calcaneus
BTL bilateral tubal ligation, modified Pomeroy BTL	calcin/o calcification
bucc/o cheek	calcium gluconate for treatment and prevention of hypocalcemia
buccal relating to the cheek	calcul/o stone or calculus
buccal smear smear of buccal mucosa for genetic culture	calf back of leg
bulb/o bulb	calor heat
bulimia mental disorder characterized by binge eating	caloric relating to heat
bull/o bulla, bullae	calyce/o, calice/o calyx
BUN blood urea nitrogen	campt/o bent
bur, burr bur holes, rotating bur, cutting bur	canalicul/o little canal
burs/o bursa, bursae	canals haversian canals, Volkmann canals
bursa of Fabricius, of Achilles, Fleischmann, Calori, Brodie	cancell/o lattice
BUS/V/V Bartholin, urethral and Skene glands, vulva, vagina	cancer of the lung oat cell carcinoma, bronchogenic carcinoma, squamous cell carcinoma, mesothelioma
butterfly rash symptom of SLE	cancer terms infiltrating, invading, hematogenous, lymphangitic
buttock bottom, glutes	Candida albicans white, yeast-like fungus
C	Cantor tube a long tube used for intestinal decompression
C carbon; element in protein	capillar/o capillary, hair-like blood vessels
C&S culture and sensitivity	capillary blood gas the O ₂ and CO ₂ present in capillary blood
Ca calcium	capillary refill test test to evaluate circulation
CABG coronary artery bypass graft	capit/o head, capitate
cachexia, cachectic general ill health, malnutrition	capitellum capitulum humeri
cadaver corpse	capitulum general term for a little head
cadaveric relating to a corpse	

Transcription Reference Guide

capsul/o capsule or covering membrane

captopril used to treat hypertension

caput medusa dilated cutaneous veins around the umbilicus

carbon C; element in protein

carbonic anhydrase inhibitor for treatment of glaucoma

carbuncle small abscess

carcin/o cancer of gland tissue

cardi/o heart, upper part of stomach

cardiac indices green dye saturation curve, circulation time, left-to-right and right-to-left saturations

cardiac rhythm sinus rhythm, nodal rhythm

cardiologist one who specializes in cardiology

cardiology study of heart

cardiopulmonary of or relating to the heart and lungs

cardiopulmonary resuscitation CPR; mouth-to-mouth respiration and cardiac massage

cardiovascular system including organs that form and transport blood and lymph

cardiovascular surgeon one who specializes in surgery of heart and large blood vessels

cardiovascular surgery surgery on heart and large blood vessels

Cardizem calcium channel blocking agent

carin/o keel, ridge

carp/o wrist

carpal relating to the wrist

carpometacarpal the articulations between the row of carpals and the metacarpals

cartilagin/o relating to the hyaline cartilage

caseat/o relating to cheese-like

caseous type of necrosis

casts and splints spica, walking, long-leg, Thomas leg splint, Velcro splint

CAT computed axial tomography

cata/ negative, down

catabolic relating to breaking down a molecule

cataract loss of transparency of lens of eye

catheter terms hyperflex guidewire, balloon flotation

catheters Bard helical, triple-lumen central venous, pigtail, Judkins 4 coronary, ACMI, Broviac, coudé, Fogarty

catheters (types of) Foley catheter, condom catheter, filiform catheter, indwelling catheter, Malecot catheter

caud/o toward the tail or foot

caudal below

cautery, cauterization to apply a caustic substance, hot instrument

cautery (types of) Bovie, wet-field, bipolar, electrocautery

cav/o vena cava

cavity container in body grouping organs with similar functions

CBC complete blood count

CBC with differential white count hematocrit (Hct), hemoglobin (Hb), polys, monos, eos, lymphs, segs, bands, MCV

cc cubic centimeter; never use this abbreviation; always edit to mL.

cec/o cecum, first part of the colon

cefaclor antibiotic

/cele (noun) sac protruding, hernia

celer/o speed

cellul/o at a cell level, within the cells

cellulitis skin infection caused by bacteria

/centesis (noun) withdrawing fluid

centr/o the center

central within or near the center

central venous pressure catheter CVP; intravenous catheter

centri/o center or central location

centriole tubular organelles

centromere point where two chromatids join

cephal/o head

cephradine broad-spectrum antibiotic

/ceps head

cerebell/o cerebellum, posterior part of the brain

cerebr/o cerebrum, largest part of the brain

cerebrovascular accident CVA; stroke

cerumin/o cerumen, wax

cervic/o neck

cervical relating to the neck

cervical measurements effacement, dilatation, descent, station

cervical vertebral levels C1 through C7

cesarean section incision through abdomen and uterus for delivery of fetus

/chaliasia condition of relaxation

Chandler retractor used for retracting tissue away from the bone

CHD congenital heart disease

cheil/o lip

chem/o chemical, drug

chest tube catheter inserted through thorax into chest cavity for moving air or fluid

/chezia in the stool

CHF congestive heart failure

chiasm/o chiasm, X-shaped

chickenpox childhood disease

Chlamydia (genus) trachomatis (TRIC group), psittaci

chlor/o green

chloral hydrate short-term sedative

chlordiazepoxide used for anxiety disorders

chlorpromazine used for treatment of nausea

chlorpromazine hydrochloride treatment for anxiety and panic

chlorpropamide antidiabetic agent

chol/e gallbladder

cholecystectomy surgical removal of the gallbladder

cholera acute infectious enteritis seen in India and Southeast Asia

cholesteatoma cyst-like mass or benign tumor

cholester/o cholesterol

cholin/o relating to acetylcholine or the parasympathetic nervous system

/choline chemical mediator for nerves

chondr/o cartilage

chondri/o granule, little grain

Transcription Reference Guide

CHOP chemotherapeutic regimen

chor/o membrane or chorion

chordae tympani nerves originating from the facial nerve

chorea Huntington

chori/o membrane or chorion

chorionic villus sampling CVS; removal of a small piece of tissue from the uterus during early pregnancy to screen the baby for genetic defects

chrom/o color

chromat/o colored

chromatid one of the paired chromosome strands

chromatin DNA scattered throughout the nucleoplasm

chromosomal relating to chromosomes

chromosome DNA coiled tightly during reproduction

chron/o time

chronic slow, ongoing

chronicity relating to chronic

Chvostek sign abnormal reaction to stimulation of the facial nerve

/cidal relating to killing

/cide killed

CIE counterimmuno-electrophoresis

cili/o hair-like projections

cilia, cilium hair-like projections of a cell

cine (slang) fluoroscopy; x-ray television image

CIPD chronic intermittent peritoneal dialysis

circulation movements through a circular course

circulatory system transporting blood and lymph

circum/ around

circumcis/o procedure to cut and remove the foreskin of the penis

cirrhosis Laënnec, Hanot, Budd, Charcot, Todd

cirrhotic pertaining to or characterized by cirrhosis

cis/o cut

cisplatin used in treatment of neoplasms

/city the state of

clamp Adair, Allis, Babcock, bulldog, Carmalt, C-clamp, Codman, cross-clamp, Dandy, DeBakey, duckbill, hemoclip, hemostat, Kelly, Kocher, K-wire, Lahey, mosquito, Pean, Satinsky single-toothed tenaculum, van Sickles

clas/o destruction, fracture, surgical fracture

/clasia destruction, fracture, surgical fracture

/clast breaker or absorber

Claudication limping, usually intermittent

clastr/o shut or enclosed

clavicul/o clavicle, collarbone

clavicular relating to the clavicle or collarbone

clean-void urine culture a urine specimen that is as free of bacterial contamination as possible

cleid/o clavicle

/cleisis closure, surgical fusion, also /kleisis or /clisis

clinical treat disease with medicine

/clisis closure, surgical fusion, also /kleisis or /cleisis

clitoris a small, erectile body situated at the anterior portion of the vulva

/clone, /clonal derived from a clone or single genetic line

clonidine antihypertensive

closed renal biopsy when a needle is inserted into the kidney

Clostridium (genus) botulinum (botulism), perfringens

clubbing digits are broadened and abnormally curved

cm centimeter, centimeters

cm³ cubic centimeter

CMV cytomegalovirus

CNS central nervous system

co/ with, together

CO₂ carbon dioxide

coagulate to clot or curdle

coagulation type of necrosis, blood clotting

cocaine (slang) coke or crack

cocc/o coccus, cocci, family of bacteria that are ball shaped

cocci skin test test for pathogenic fungi

coccyge/o coccyx, coxa

cochle/o cochlea

coffee-ground emesis describes a type of emesis seen in GI bleeding

Cogentin anti-Parkinson agent

cognit/o know or knowledge

col/o, colon/o large intestine, colon

colchicine used to treat arthritis

cold conization removal of a cone of tissue

cold packs ice pack to decrease blood flow to injured area

colic gutter peritoneal bed of the colon

colic, colicky having colic

coll/a glue

collagen glue-like fibers in connective tissue

colp/o vagina

column/o column shaped

columnar cells shaped like a column

Coly-Mycin antibiotic

com/ with

Compazine used for nausea

competent adequate, intact, or functioning normally

complications morbid process during disease which is not an essential part of the disease

complications of peptic ulcer perforation, penetration, hemorrhage, obstruction

con/ with

concentration gradient difference in concentration between two areas

concha, conchae resembling a shell

concussion injury of brain resulting from blow or shaking

condyl/o knuckle, wart lesion

cone biopsy extensive form of a cervical biopsy

confabulation filling in gaps in memory with fabricated facts

congenital exist from birth

congenital disease types minimus, imperfecta, tarda, maximus, occulta

congenital heart disease (types of) tetralogy of Fallot, coarctation, endocardial cushion defect, atrioventricular canal defect, hypoplastic left heart

coni/o dust

conization removal of a cone of tissue

Transcription Reference Guide

conjunctiv/o conjunctivae, membranes lining eyelids and covering eye whites

consolidation solidification into a firm, dense mass

continence, continent self-restraint

contra/ opposite, against

contracture Dupuytren, Volkmann

contrecoup rebound

contusions bruise

convulsions involuntary spasms

COPD chronic obstructive pulmonary disease

copious abundant

cor pulmonale pulmonary heart disease, heart failure

/cordial relating to the chest overlying the heart

Corgard trademark name for nadolol

corne/o corneum in the skin, cornea in the eye

cornu horn

cornua horns

corometric monitor monitor for vital signs including body temperature

coron/o crown

coronal relating to structure resembling a crown

coronal plane plane which divides body into front and back sections

coronal section divide into front and back

coronary arteries LAD (left anterior descending), circumflex, collateral, diagonal, obtuse marginal

corp/o body

corpus luteum yellow glandular mass in ovary

cortic/o cortex, shell or outer layer

coryza acute condition of nasal mucous membrane with profuse discharge

cost/o rib

costal relating to the rib

costal margin rib border

costochondral relating to rib cartilage

costovertebral angle CVA; the angle formed on either side of the vertebral column, between the last rib and the lumbar vertebrae

Coumadin anticoagulant

Cowper gland bulbourethral gland

CP cerebral palsy

CPK creatinine phosphokinase; a cardiac and muscle enzyme

CPR cardiopulmonary resuscitation; mouth-to-mouth respiration and cardiac massage

crackling breathing sounds, also rales, rhonchi, wheezes, bronchial, vesicular

crani/o skull

cranial relating to the skull

cranial nerves 2-12 nerves in the head

craniopharyngioma tumor associated with increased intracranial pressure

creatinine excreted in urine, used to diagnose kidney function

creatinine phosphokinase CPK; a cardiac and muscle enzyme

crenate, crenation collapsed cell

crepitation noise made by rubbing ends of fractured bone together

CRF chronic renal failure

cribriform plate perforated like a sieve

cric/o ring

crin/o to separate from blood, secrete

/crine (adjective) secrete

crista galli projection from ethmoid bone

cruciat/o crossed

crus, crura general term to designate a leglike part

cry/o freezing tissue

crypt/o hidden

Cryptococcus (genus) neoformans

crystalloid IV fluid for replacement therapy during surgery

CSF cerebrospinal fluid

CT computed tomography

C-T ratio cardiac-thoracic ratio, cardiothoracic ratio

cub/o cube shaped

cubit/o elbow

cuboidal relating to cube shaped

culd/o cul-de-sac

cul-de-sac cavity closed at one end

curets angled, Kevorkian, sharp, vacuum, suction

curettage, curettement a scraping, usually of interior of cavity or tract

cushing/o Cushing syndrome

/cuspid having cusps

cutane/o skin surface

cuticul/o cuticle, surface layer of skin, teeth and hair

CVA cerebrovascular accident; stroke

CVA costovertebral angle; the angle formed on either side of the vertebral column, between the last rib and the lumbar vertebrae

CVP central venous pressure catheter; intravenous catheter

CVS chorionic villus sampling; removal of a small piece of tissue from the uterus during early pregnancy to screen the baby for genetic defects

cyan/o blue

cycl/o circle, cycle, one-eyed

/cyclic relating to cycles or chemical structure

cyclophosphamide used for management of Hodgkin disease

cyclosporine immunosuppressant

/cyesis (noun) pregnancy

cyst Baker, bone, Dandy-Walker

cyst/o sac of fluid, bladder

cysto cystoscopy, cystogram

cystoscope Storz cystoscope

cyt/o cell; may sound like "site, site of, cite, sight"

/cyte (noun) cell

cytology process of studying cells

cytoplasm gelatin-like material in the cell

D

D&C dilatation and curettage

D50W 50% dextrose in water, an intravenous fluid

D5W 5% dextrose in water (IV fluid)

dactyl/o digits, fingers, toes

dapsone to treat leprosy, to prevent and treat pneumocystis

daughter cell in cell reproduction, two cells with identical nuclei

DCT distal convoluted tubules

Transcription Reference Guide

DDAVP drug name	/desis surgical fusion or fixation
de/ lessened, removed	developmental etiology category which includes abnormalities in growth of tissue or organ
debride, debridement surgical removal of foreign matter and dead tissue from a wound	Dexacidin ointment anti-infective, corticosteroid, ophthalmic
debulk surgery to decrease size of a tumor	dexamethasone adrenal corticosteroid
Decadron used for autoimmune diseases	dexamethasone suppression test test for detection of Cushing syndrome
decidu/o to fall off or shed	Dextrostix strip to check blood-glucose levels
decubit/o decubitus, lying down	DHAP chemotherapeutic regimen
defervesce abatement of fever	di/, dipl/o twice, used instead of bi/ for chemical names
/deficiency inadequate amount	di/e daily
degenerate decrease or deteriorate	dia/ through
degeneration relating to degenerate	diabetes lifelong disease where there are high levels of sugar in the blood
degenerative relating to condition of degeneration	diabetes insipidus disease caused by abnormal sugar metabolism
delirium tremens alcohol withdrawal	diabetes mellitus disease caused by abnormal sugar physiology
delt/o deltoid muscle, triangle	Diabinese used to treat nausea, psychoses
delusion false belief that is maintained in spite of proof to the contrary	diagnostic medical sonography diagnosis through a picture by sound
dementia mental syndrome characterized by loss of intellectual abilities	diagnostic radiology radiology used to diagnose
Demerol analgesic, narcotic	/dialysis filtering through
dendr/o tree, branch of a neuron	dialysis diffusion of particles dissolved in water
dent/o tooth, teeth	dialysis terms semipermeable, hemodialysis, peritoneal irrigation
deoxyribonucleic acid DNA; material in cell made up of genes	Diamox diuretic, anticonvulsant
derm/o, dermat/o dermis, skin	diapedesis passage through intact vessel walls of blood elements
dermatologist one who specializes in study of skin	diaphoresis diaphoretic perspiration
dermatology study of skin	
DES diethylstilbesterol	
descen falling down from a higher position	

diaphragm boundary between thoracic and abdominal cavities

diaphragmatic (adjective) relating to diaphragm

diaphysis elongated portion of a long bone

diastole, diastolic dilation of heart cavities during which they fill with blood

diathesis predisposition to a disease

diazepam used for treatment of anxiety

DIC disseminated intravascular coagulopathy

diet/o way of living, relating to type and amount of food taken

Dietl crisis sudden, severe gastric pain

differentiated type of cell that has changed into a cell with a definite function

diffusion method of passive transport of elements across a membrane

digestive hormones secretin, gastrin, cholecystokinin, pepsin, chyme

digit/o fingers/toes

digital relating to fingers, toes

digital/o relating to digitalis or digoxin

digoxin to correct cardiac arrhythmias

dilatation physiologic or artificial enlargement of a hollow structure or opening

dilation enlargement of a cavity, canal, blood vessel or opening

dilators Hanks, Castroviejo, Mahoney

dilators (types of) French dilator, Van Buren dilator, Hegar dilator

Dilaudid narcotic analgesic

diltiazem calcium channel blocker

diphtheria acute infectious disease

diphtheria, pertussis, tetanus DTP; combined immunization

diploe loose osseous tissue between two tables of bones

diplomate board certified

diplopia double vision

dips/o thirst

dis/ reversal or separation, twice

discoloration abnormal coloration

disease Addison, Albers-Schönberg, Alzheimer, Alzheimer, Blount, celiac, Crohn, Graves, Hansen, Hashimoto, Hirschsprung, Hirschsprung, Hodgkin, Hodgson, Legg, Legg-Calvé-Perthes, Lou Gehrig amyotrophic lateral sclerosis (ALS), Meniere, Osgood-Schlatter, Paget (or osteitis deformans), Parkinson, Peyronie disease, Takayasu,

dissection sharp, blunt

dist/o farther from

distal away from center

distortion out of normal shape

disulfiram used to produce aversion to alcohol

diverticul/o diverticulum

DNA deoxyribonucleic acid; material in cell made up of genes

DO academic degree for graduate of osteopathic medical school

DOA dead on arrival

DOB date of birth

doch/o duct

DOE dyspnea on exertion

dolor pain

dopamine acts as neurotransmitter in CNS

Transcription Reference Guide

Doppler duplex sonography ultrasound study of the blood vessels

dors/o back

dorsal on back side

dorsalis pedis artery of the upper surface of the foot

dorsi/ in a dorsal direction

drains (types of) Penrose, Jackson-Pratt, red Robinson catheter

draped covered with sterile surgical drapes

dressings material for surgical wounds stockinette, Xeroform gauze, Kerlix, Micropore tape, Jobst

dressings for surgical wounds Adaptic, adhesive, bulky, compression, Elastoplast, fluff, iodoform, Kling, Nu-gauze, Surgicel, Telfa, Velpeau

drills high-speed, Charnley, hand, diamond

drip-suck irrigation suction drainage

/drome (noun) run

drug street names yellow jackets (pentobarbital), blues (amobarbital), rainbows (amobarbital/secobarbital), ludes (methaqualone or Quaalude)

DTP diphtheria, pertussis, tetanus; combined immunization

DTR deep tendon reflexes

DUB dysfunctional uterine bleeding

duct/o carry

ductus arteriosus artery ligamentum arteriosum; a fetal blood vessel that joins the descending aorta and the left pulmonary artery

ductus venosus vein a fetal vein that passes through the liver to the inferior vena cava

duoden/o first part of the small bowel, duodenum

duplex Doppler 2D echocardiogram spectral analysis, real-time images

Dupuytren contracture thickening of the tissue underneath the skin of the palm and fingers

dur/o parietal meningeal membrane of cranial cavity

dura membranes in dorsal cavities

dural membranes lining the cranial cavity and spinal canal

dwarf, dwarves disease involving abnormal bone development

dwarfism condition of being dwarf

Dx diagnosis, diagnoses

Dymelor antidiabetic agent

dynam/o in motion or moving

/dynia (noun) pain

dys/ bad, labored

dysphagia difficulty swallowing

dysphasia impairment of speech

dysplasia abnormality of adult cells; may sound like "displays of"

dyspnea difficult or labored breathing

dystocia difficult labor

dysuria difficulty or pain in urination

E

/e (noun) noun suffix; no meaning, makes root word a noun

E coli Escherichia coli; bacteria found in the bowel

E to A changes lung auscultation findings on PE

e/ removal, out of

E2 estradiol

/eal (adjective) relating to

EBV Epstein-Barr virus	elastic relating to elastin
ec/ outside, outer	elastin major connective tissue protein
ecchym/o bruise, pour out	electr/o electrical activity
ECG electrocardiogram (also EKG); test of muscle-nerve condition	electrocautery an instrument for directing a high-frequency current to local tissue
echo, echo/ reflected sound or sonography	electrolyte element with a charge
eclampsia toxemia	electrolytes sodium, chloride, potassium, bicarbonate (HCO ₃)
ECT electroconvulsive therapy	electromyogram, electromyography EMG; test of muscle-nerve conduction
/ectasia, /ectasis dilatation	Elevator Gillies, Cobb, MacKenty, Lempert
ecto/ outside, outer	/elle little, tiny
/ectomy (noun) removal	Elliptical shaped like an ellipse
eczemat/o eczema lesions; thick, scaly, weeping, crusty sores	EM electron microscope
EDC estimated date of confinement	embol/o embolus, floating clot or foreign body in the blood stream
edema swelling caused by increase fluid in area	emergency medicine medicine for acutely ill or trauma patient
edematous swollen	emergency medicine specialist one who specializes in emergency medicine
EEG electroencephalogram	/emesis, /emetic vomiting
ef/ out of, outlide	EMG test of muscle-nerve conduction; electromyography or electromyogram
effacement thinning of the cervix in preparation for labor	/emia throughout the blood
effect (noun) result produced by an action	emphysema abnormal inflation of the lung air sacs
effected performed	emphysemat/o abnormal inflation of the lung air sacs
efferent carrying away from	empyema accumulation of pus in a cavity
EGD esophagogastroduodenoscopy	en bloc in one block, as a whole
Ehrlich units EU; units for urinary urobilinogen	en/ within
EKG electrocardiogram (also ECG)	/ence (noun) property of
EKG landmarks R wave, P wave, T wave, ST-T wave, mean QRS axis, P-R interval, Q-T interval, QRS interval	
elast/o elastin	

Transcription Reference Guide

encephal/o within the brain

encephalitis inflammation within brain; equine, herpes simplex encephalitis type 1, progressive multifocal leukoencephalitis, St. Louis, Venezuelan

endarterectomy excision of thickened part of artery

endo/ within

endocrine secrete within

endocrinologist one who specializes in study of endocrine system

endocrinology study of endocrine system

endolaser photocoagulation used for retinal detachment, peripheral degeneration and angiomas

endoplasmic reticulum ER; organelle that moves materials around the cell

endoscopes 1T-10L, 1T-20, flexible fiberoptic, Olympus GIF-XQ, Fujinon

Enfamil with Iron infant feeding formula

enter/o small intestine

Enterobacter (genus) gram-negative bacteria

entrapment compression of a nerve or vessel by adjacent tissue

enzyme a molecule that starts chemical reactions

EOMs extraocular movements

eosin/o rose colored

epi adrenaline stimulant; slang for epinephrine

epi/ upon, in addition

epididym/o epididymis

epigastric relating to abdominal area

epinephrine adrenaline stimulant

episi/o relating to the vulva

episode, episodic incident, divided into loosely connected parts

epistaxis nosebleed

epitheli/o, epithelia surface tissue(s)

epithelial relating to epithelium

epithelium tissue that covers every surface of the body

equal and full evaluation of pupils

equin/o horse, walking on toes like a horse

ER endoplasmic reticulum; organelle that moves materials around the cell

ERCP endoscopic retrograde cholangiopancreatography

erg/o work

/ergic, /ergy working

eructation belching

erysipelas specific acute inflammatory disease

erythema flushing, skin redness

erythematous relating to redness of the skin

erythr/o red

erythrasma chronic bacterial infection of the skin

erythroblastosis fetalis hemolytic anemia of fetus or newborn

erythromycin antibiotic

eschar/o eschar, sloughed dead tissue

Escherichia coli E coli; bacteria found in the bowel

esophag/o esophagus

ESR erythrocyte sedimentation rate

ESRD end-stage renal disease

esthesi/o perception, sensation

estr/a, estr/o estrus, female hormone

estrogen natural or synthetic substances formed by the ovary, placenta, testis and certain plants, which stimulate female secondary sex characteristics

ET tube endotracheal tube

eth/o two carbon

eti/o cause

etiologic, etioloical related to etiology

etiology cause of an abnormality or injury

EU Ehrlich units; units for urinary urobilinogen

eu/ normal, even, good; may sound like "you"

eustachian tube tube running from floor of tympanic cavity

evacuated emptied

evaluations done in urinalysis color, clarity, pH, specific gravity, glucose, bilirubin, ketones, albumin, protein, cells, casts, amorphous urea crystals, blood

eventration protrusion of bowels from abdomen

ex/ outside, outer

exacerbation increase in severity of a disease

exam examination

exercise thallium treadmill study test to evaluate heart action during physical stress

exhibitionism the act of exposing the genitals to an unsuspecting stranger

exo/ outside, outer

exocrine secretes without

extern/o outside

external outside or closer to the surface

external genitalia labia majora, labia minora, clitoris, vestibule, perineum

extra/ outside of

extremities shoulder, arm, elbow, forearm, wrist, hand, hip, thigh, knee, leg, ankle, foot

exudate fluid of inflammation

eyelid speculum speculum used on the eye or lid

F

FACM Fellow, American College of Medicine

FACOG Fellow, American College of Obstetricians and Gynecologists

FACS Fellow, American College of Surgeons

family medicine general practice

family physician one who specializes in family medicine

fasci/o fascia, connective tissue

fascia temporalis, fascia lata, Scarpa fascia

fascicul/o fascicle, little bundle

fasciculation muscle twitch

fatty metamorphosis fatty change

FBCS Fellow, British College of Surgeons

Fe iron; a trace element

fec/o feces, stool, bowel movement

Feldene nonsteroidal anti-inflammatory, analgesic

fellow member of specialty organization called a college

femor/o thigh

femoral relating to the thigh

/ferent bear, carry

ferr/o iron

ferrous relating to iron

FeSO₄ ferrous sulfate

Transcription Reference Guide

fet/o fetus

fetal positions vertex (LOA, ROA, OA, LOP, ROP, OP), breech (LSA, RSA, SA, SP, LSP, RSP, frank, footling), transverse (RT or LT), face

FHT fetal heart tones

fibr/o fiber, containing fiber

fibrill/o fibrillation, quiver

fibrin/o fibrin; a blood clotting material

fibrinous type of exudate which forms scabs

fibrosis scarring

fibrous relating to fiber

fibul/o fibula

filtration method of passive transport that pushes molecules through a membrane

fimbri/o fimbria, fluted edge of fallopian tube

finger-to-nose tests of cerebellar function

fistula, fistulae abnormal passage between two internal organs

fixation stabilized, firmly attached or set

flaccid weak, lax and soft

flagell/o tail-like projections

flagella, flagellum long, single projections from a cell

Flamm equation used to calculate percentage saturation

flank side from ribs to hip bone

flat plate abdomen x-ray

flex/o flexion, bending a joint

flexible plastic catheter hollow, flexible tube used to insert or withdraw fluid from a vessel or cavity

fluocinolone corticosteroid

fluor/o flow or discharge, especially of radiation or light, fluoride

fluoresc/o emitting light when exposed to light flow

fluoroscopy examination of tissues and deep structures of body by x-ray

/focal location

Foley catheter a catheter retained in the bladder by a balloon inflated with air or liquid

foli/o leaf

foliat/o in scales or layers

follic acid for treatment of anemia

follicul/o follicle

fontanelle anterior fontanelle, posterior fontanelle

foramen large opening, magnum, ovale, of Monro, of Bochdalek, of Magendie

foramen of Bochdalek a particular opening

forceps Bard-Parker, basket, Cottle, cup biting, Grieshaber, high, Jansen-Middleton, low, Magill, McPherson, mid, Takahashi

forensic pathology study of disease used in legal proceedings

formication hallucination with sensation of insects crawling over the skin

fossa hollow or depressed area

fove/o fovea, pit or depression

Fr French; a kind of catheter or tube

fracture Barton, Colles, comminuted, compression, Galeazzi, greenstick, Jefferson, Monteggia, Pott

French Fr; a kind of catheter or tube

frenulum fold of mucosa which secures tongue to floor of mouth

Freud, Freudian founder of psychoanalysis, pertaining to Freud's theories

front/o front, forehead	gait manner of walking
frontal relating to the front or forehead	galact/o milky
frontal section dividing body into front/back portions	galactos/o galactose
frostbite damage to tissues as result of exposure to low temperature	gallium chemical element, radioactive isotope gallium 67
frozen section procedure to perform rapid microscopic analysis of a specimen	GALT gut-associated lymphatic tissues
fruct/o fruit	gamma/ third letter in the Greek alphabet, related to third
FTA-ABS-IgM fluorescent treponemal antibody absorption, immunoglobulin M test	gangli/o knot
/function workings	ganglion group of nerve cell bodies outside the CNS
functional functional protein carries out the work that a cell does	gangrene death of tissue
fund/u, fund/i fundus of the eye	Gantrisin trademark name for sulfamethoxazole
fundoscopic bottom part of hollow organ seen with scope	Gardner syndrome a colon disorder in which multiple polyps develop into tumors
fundoscopic findings flame-shaped hemorrhages, cotton-wool patches, waxy exudates, capillary aneurysms, microhemorrhages	gas measurements pO ₂ , PO ₂ , pCO ₂ , PCO ₂ , pH
fung/o fungus	gastr/o stomach
fungus forms of yeasts and molds	gastroenterologist one who specializes in study of gastrointestinal system
FUO fever of unknown origin	gastroenterology study of gastrointestinal system
furc/o branch, fork	gastrointestinal relating to digestive system
furosemide used to treat hypertension	gastroscopy inspection of stomach interior with scope
furuncul/o furuncle	gastrostomy surgical creation of artificial opening into the stomach
/fusion (noun) pour, bond	gastrotomy incision into the stomach
G	gauge needle size, usually from 25-16
g, gm gram, grams	gauze (types of) 4 x 4 gauze, Xeroform gauze
G6PD glucose-6-phosphate dehydrogenase	GB gallbladder
GAF Global Assessment of Function scale	GE gastroesophageal
	Gelfoam a type of absorbable gelatin sponge

Transcription Reference Guide

gemin/o paired or twinned

/gen to produce or create

gen/o giving rise to, creating

gene code for making protein in a cell

general surgeon one who specializes in surgery

general surgery surgery on adult

/genesis (noun) creating

genet/o, /genetic genetic, producing, relating to producing, genes

genit/o genitals, relating to the reproductive organs or reproductive tract

genitalia genital organs

genitourinary relating to organs of reproduction and urination

gent (slang) gentamicin

genu knee

genus a group of similar bacterial species

geriatrics study of elderly

gerontologist one who specializes in study of elderly

gestation period from fertilization until birth

GH growth hormone

GIFT gamete intrafallopian transfer

gigantism abnormal overgrowth

gingiv/o gums

gingivitis inflammation of the gums

girth measure around the belly

glaucoma closed-angle, open-angle

gland excision (types of) adrenalectomy, thyroidectomy

glen/o shoulder, glenoid

/glia type of brain cell

glob/o universal, globe or eye

/globin oxygen carrier in erythrocytes

/globulin antibody

globus hystericus disturbing subjective sensation of a lump in the throat

glomerul/o glomerulus, functional part of the kidney

gloss/o tongue

glott/o vocal cords

glute/o buttock

gluteal relating to the buttock

/glutition swallowing

glyburide used in treatment of diabetes

glyc/o sugar

gm, g gram, grams

gnos/o knowledge, understanding

/gnosia, /gnostic condition of knowing

goiter enlargement of thyroid gland causing swelling in front of neck

Golgi apparatus organelle that packages cell products

GoLYTELY solution electrolyte lavage solution

Gomco suction unit suction pump

gon/o gonad, ovary or testicle

/gone, /gon sided

Gore-Tex surgical membrane, covering for the skin

gout inherited metabolic disorder

graafian follicle maturing ovarian follicles

/grade (adjective) go

graft split-thickness skin graft, full-thickness skin graft, homograft, autologous skin graft

graft donor site the location on the body where tissue is removed for transplant

graft material knitted Dacron, Teflon, bovine, porcine, Marlex, Mersilene

/gram (noun) picture, record, tracing

Gram stain method for differential staining of bacteria

grandiose, grandeur exaggerated belief of one's importance

granul/o grainy

granular rough endoplasmic reticulum

granuloma tumor

granulomatous type of inflammation that forms tumors

/graph (noun) instrument that creates a picture or recording

/graphy (noun) process of creating a picture, record, tracing

gravida pregnant

Greenberg retractor a surgical instrument that provides stability and control

grossly intact completely intact

gryp/o curved or hooked

GUSI genuine urinary stress incontinence

gynec/o female

gynecologist one who specializes in gynecology

gynecology study of reproductive system in non-pregnant woman

gyrus, gyri ridge or convolution of the surface of the brain

H

H hydrogen, element in protein

H₂O water

H₃PO₄ phosphate, any form of phosphoric acid

HAA hepatitis-associated antigen

Haemophilus (genus) influenzae

Haldol decanoate used for treatment of psychoses

hallucination perception of object in absence of object

hallux great toe

halo vest neurologic device

haloperidol used for treatment of psychoses

Halsted ligaments located between the medial portion of the clavicle and the 1st rib

hamart/o defect in tissue

hamat/o hooked, hamate or uncinat bone

haptin a small molecule that can react with antibodies

Hartmann pouch abnormal pouch at neck of gallbladder

Hashimoto thyroiditis inflammation of thyroid gland

hastrum, haustra recess

haversian canals microscopic channels in bone where blood vessels run

Hct, HCT hematocrit

headache diffuse pain in head

Heaney clamp type of clamp

Transcription Reference Guide

hearing tests visual response audiometry (VRA), SPAR test, conditioned orientation response (COR)

heart block AV block, left bundle branch block (LBBB), right bundle branch block (RBBB)

heart disease classifications NYHA (New York Heart Association), CCVS (Canadian Cardiovascular Society)

heart tones firmness or normal functioning of heart muscle; S1, S2, S3, S4

Heberden nodes found in osteoarthritis

heel-to-knee tests of cerebellar function

heel-to-shin tests of cerebellar function

Heimlich maneuver forces air up the trachea by thrusting fist into the abdomen

hem/o, hemat/o blood

hematologist one who specializes in study of blood and lymph

hematology study of blood and lymph

hematopoiesis blood forming

hematopoietic relating to blood-forming tissue

hemi/ half

/hemia throughout the blood

hemiparesis weakness on one side of the body

hemispheric half of a spheric structure or organ

hemoptysis coughing up blood

hemorrhage abnormal flow of blood

hemorrhoids, hemorrhoidal certain arteries and veins supplying rectum and anus

hemosiderin intracellular storage form of iron

hemostat clamp to close blood vessels

heparin IV anticoagulant

hepat/o liver

hereditary genetic

/herent, /here stick or cling

Hermaphroditism from Hermes and Aphrodite

herni/o hernia, protrusion through a wall defect

hernias incarcerated, incisional, strangulated, internal, inguinal

heroin a morphine derivative

herpes herpesvirus

heter/o different or opposite

hexa/ six

Hexabrix x-ray contrast

hidr/o sweat

hil/o hilum, small thing, depression or pit where blood vessels enter an organ

hinge prosthesis prosthesis used in joint replacement

hip screw devices five-hole plate, guide pin, lag screw, tap, short barrel

Hi-Per Flex guidewire catheterization term

hist/o tissue

histamine natural reactor to allergy

histamine H2 receptor blockers medications that act by blocking histamine receptors

histology study of tissues

Histoplasma (genus) capsulatum

HIV human immunodeficiency virus; AIDS virus

HMD hyaline membrane disease

hoarseness rough, harsh quality of voice

Hoffmann forefoot resection type of foot surgery

hol/o whole or entire

Holter cardiac monitor a type of ambulatory EKG monitor

homo/ same

hormones estrogen, progesterone, estradiol, follicle-stimulating hormone (FSH), luteinizing hormone (LH)

Horner syndrome drooping of the eyelid and constricting of the pupil

hot knife for cautery, knife that sears tissue as it cuts to prevent bleeding

HTN hypertension; high blood pressure

human chorionic gonadotropin beta-HCG (hCG); pregnancy test

human immunodeficiency virus HIV; AIDS virus

humer/o humerus

Hutchinson teeth notched incisors characteristic of congenital syphilis

hy/o hyaline cartilage

hyaline type of cartilage in larynx

hydatid/o, hydatid/i cyst-like or drop of water

hydr/o water, fluid

hydrat/o filled with water

hydrocephalus water on the brain

hydrocortisone topical corticosteroid

hydrogen H; element in protein

hydrops, hydroptic generalized edema, also called dropsy

hydrostatic water pressure

hydroxyl/o chemical OH

hygien/o health, relating to cleanliness

hyper/ increased, above

hyperchlorhydria excessive secretion of hydrochloric acid

hyperemesis gravidarum excessive vomiting in pregnancy

hyperemia increased blood flow

hyperostosis hypertrophy of bone

hyperplasia abnormal increase in number of normal cells

hyperplastic relating to hyperplasia

hypertelorism abnormally increased distance between two organs or parts

hypertension HTN; high blood pressure

hypertonic solution with more solutes than cytoplasm of cell

hypertonicity state of being hypertonic

hypertrophic relating to hypertrophy

hypertrophy enlargement of cells

hypn/o trance, drug that creates a trance

hypo/ decreased, below

hypochondriac relating to beneath the ribs

hypotension low blood pressure

hypothyroidism decreased condition of thyroid

hypotonic a solution with fewer solutes than a cell

hypotonicity state of being hypotonic

hypoxemia deficient oxygenation of the blood

hypoxia reduces oxygen

hypoxic relating to hypoxia

hyster/o uterus

Transcription Reference Guide

I

I	IgG, IgM, IgE, IgA, IgD immunoglobulins
/i adjective form of /um, plural form of /us	IL-2 interleukin-2; used in treatment of cancer
I iodine; trace element	ile/o ileum, third part of the small bowel
I&D incision and drainage	ileocolitis inflammation of both ileum and colon
I&O intake and output; measurement of fluids taken and urine output	ileus obstruction of intestines
I-131 radioactive iodine	ili/o relating to the ilium (hip bone)
/ia (noun) condition	iliac crest hip bone
/iac (adjective) relating to	ilium relating to hip bone
/iasis condition of having (in the body)	IM intramuscular
iatr/o treatment	Imidazole antineoplastic agent
iatrogenic pathology caused by actions of a doctor, treatment, medication	Imipramine for treatment of depression
/ic (adjective) relating to	immobilization, immobilizer render incapable of moving
iced saline used to preserve an amputated part before reattaching	immun/o resistance
ICSH interstitial cell-stimulating hormone	immune system defends body from disease
ICT insulin coma therapy	immunity antibody-mediated, humoral, cellular or cell-mediated
icterus, icteric jaundice	immunofluorescence technique that uses light microscopy on biological samples
ICU intensive care unit	immunoglobulins IgG, IgM, IgE, IgA, IgD
/id (noun) noun suffix; no meaning	immunologic, immunological relating to defending body from disease
ID intradermal	impetigo contagious skin disease
IDDM insulin-dependent diabetes mellitus	implant object or material inserted or grafted into body
ideology, ideation science of development of ideas	implantable cardioverter defibrillator device that restores normal heart rhythm by means of electric shock
idiopathic disease where etiology is unknown	impregnated infused or filled with
idiosyncratic relating to mental, behavioral or physical characteristic, peculiarity	/in (noun) noun suffix; no meaning
IF intrinsic factor	in situ confined to the site of origin
IF test immunofluorescence test	

in utero in the uterus, the phase of life in the uterus	infra/ inferior to, below
in/ into, not	infrascapular beneath the shoulder blade
inappropriate unsuitable	inguin/o groin
incentive spirometer used for measuring respiratory gases	inguinal relating to the groin
incision a cut, surgical wound	inguinal edematous redness and swelling of the groin
incisions Brenner, Bunell, C-shaped, curvilinear, elliptical, Halsted, McBurney, nicked, nicking, Pfannenstiel, question-mark, Rocky-Davis, Rollet, Roux-en-Y, stab, T-shaped, vascular strip	INH isoniazid, antitubercular agent
inclusion supplies of food and water contained in cytoplasm	injection force liquid into a part
Inderal antihypertensive combination	ino/ related to fiber or fibrous material
indication a sign which points to a cause	/inogen suffix for chemical that can form another chemical
Indocin nonsteroidal anti-inflammatory	inotropic increasing or decreasing the force of muscular contractions
indurat/o abnormally hardened	inspection look at body with naked eye
indwelling catheter catheter held in position in the urethra	insufflation the act of filling lungs with air or use of an inhalant
infarct, infarction an area of necrosis resulting from sudden insufficiency of blood supply	insulin used in treatment of diabetes
infection caused by bacteria, viruses and parasites	insulin (types of) rapid-acting insulin (RA), regular insulin (Iletin), intermediate-acting insulin (NPH, Lente), long-acting insulin (Ultralente), Novolin, Humulin
infectious related to infection	integument in the covering or in the skin
infectious disease disease caused by pathogenic microorganism	integumentary relating to the integument
infectious disease specialist one who specializes in disease caused by infection	inter/ between
infer/o inferior, below	interferon provide immunoregulatory functions
infestation infested with parasites	interleukin-2 IL-2; used in treatment of cancer
infiltrate to enter the pores of a substance	intermittent marked by intervals of complete quietude between two periods of activity
inflamed, inflammation tissue response to injury	intern advanced student who assists in hospital
inflammatory relating to inflammation	intern/o inside
influenza A, B, endemic, Asian, Hong Kong virus	internal inside or away from

Transcription Reference Guide

internal fixation repairing a bone using screws, plates, pins and rods

internal medicine medicine related to adult

internist one who specializes in internal medicine

interphase period between mitotic activity

intertriginous area where two skin areas touch or rub together

interventional radiology medicine using x-rays, magnetic fields

intestin/o intestine

intra/ within

intracardiac pressures wedge pressure, mean pressure, end-diastolic pressure, peak pressure

intrarenal locations upper pole, lower pole, midpole, subcapsular, perihilar

intravascular catheter terms sidearm sheath, Amplatz guiding catheter, catheter seating, miniprofile balloon catheter

introducer sheath tubular structure to help in the insertion of a tube into a body canal or organ

intussusception prolapse of one part of intestine into an adjoining part

involuntary not done by will

iod/o iodine

iodine I; trace element

/ion the act of

ion element with a charge

/ior (adjective) relating to

ir/o, irid/o iris of the eye

iron Fe; a trace element

irreversible not reversible

/is (noun) noun suffix; no meaning

isch/o suppress

ischi/o ischium, a pelvic bone

islets of Langerhans pancreatic cluster of cells

/ism (noun) situation, process, condition

iso/ same, equal

isoniazid INH, antitubercular agent

Isordil used for congestive heart failure

isotonic fluids with same concentration of solutes as cytoplasm

/ist (noun) one who does, one who specializes in

isthmus narrow connection between two larger bodies

/ite (noun) noun suffix; no meaning

/itic (adjective) inflammation

/itis (noun) inflammation

/ity (noun) the state of

IU international unit(s)

IUD intrauterine contraceptive device

IUCDs Copper-T, Copper-7, Dalkon shield

IUGR intrauterine growth retardation

/ium structure

IV intravenous

IVDA intravenous drug abuse

/ive (adjective) characterized by

IVH intraventricular hemorrhage

J

Jackson-Pratt drain tube that drains fluids after an operation

Jameson scissors fine-tip scissors

Jamshidi needle cylindrical needle with a sharp, beveled tip

jaundice yellowish staining of the skin and sclerae

jejun/o jejunum, second part of the small bowel

jejunoileitis inflammation of the jejunum and ileum

JRA juvenile rheumatoid arthritis

jugul/o jugular vein

JVD jugular venous distention (distension)

K

K potassium; trace element

kal/o potassium

/kalemia potassium in the blood

kary/o nucleus

karyoplasm gelatin-like material in the nucleus

KCl potassium chloride

Keflin used to treat infections

Kelly plication suture technique

keloid elevated, irregularly shaped scar

kerat/o horny, hardening

keratin/o becoming horny

Kerlix wound dressing

Kernig sign symptom of meningitis

ket/o ketones, a chemical in the blood and urine

ketoconazole antifungal agent

Ketostix reagent stick used to check for ketones in urine

ketotic pertaining to ketone bodies

kg kilogram, kilograms

/kine chemical that moves in the body, mediators of immune response

kinesi/o, /kinesis motion

/kinin hormone causing motion or contraction

Klebsiella (genus) pneumoniae

/kleisis closure, surgical fusion, also /clisis or /cleisis

klept/o steal

knee-chest position a prone position where the individual rests on the knees and upper part of the chest

knife, blade, scalpel #1, #2, #15

knuckle a twisted loop, shaped like a knuckle

Komberg method the process of localizing foreign bodies in the eye

kyph/o hump

L

L liter, liters

L/S ratio lecithin/sphingomyelin ratio

LA latex agglutination

lab laboratory

labi/o lip

lacerate traumatic cut or tear

laceration jagged wound or cut

lacrim/o tear or teardrop

lact/o milk, milky

lactate dehydrogenase LDH; a cardiac and liver enzyme

lacun/o lake, lacuna, lacunae

Transcription Reference Guide

LAE left atrial enlargement	lepromat/o leprosy (Hansen disease)
LAH left atrial hypertrophy	/lepsy, /leptic seizure, taking hold of
lamell/o lamella, lamellae, little layer	lethal anything that kills
lamin/o lamina layer	lethargy listlessness
Lanoxin cardiac glycoside	leucovorin for treatment of folate deficient anemias
lapar/o abdomen	leuk/o white
/lapse fall	leukemias chronic lymphocytic leukemia (CLL), chronic myelocytic leukemia (CML), acute lymphoblastic leukemia (ALL), acute nonlymphoblastic leukemia (ANLL)
laryng/o larynx, voicebox	leukocytes cells which fight infection
laryngoscopes Magill straight-blade laryngoscope, MacIntosh curved-blade laryngoscope, forceps, cuff	levels of bronchi mainstem bronchus, primary bronchiole, secondary bronchiole, alveolus
lasers YAG, LAG, neodymium	Levin tube a tube designed to be passed into the stomach or duodenum through the nose
Lasix diuretic	LGA large for gestational age
later/o side	liberal abundant
lateral away from middle	Librium for management of anxiety
LATS long-acting thyroid stimulator	lichenification formation of lichen skin disease
lavage irrigation	lidocaine a topical local anesthetic
laxity relaxation of muscles or ligament supports	lig/a ties, string to tie with
layers of blood vessels tunica intima, tunica media, tunica externa	ligament dentate, ligamentum flavum
LCL lateral collateral ligament	ligament of Treitz broad, suspensory muscle of duodenum
LDH lactate dehydrogenase; a cardiac and liver enzyme	ligament/o ligament
L-Dopa diagnostic agent for growth hormone	ligamentum arteriosum ductus arteriosus artery; a fetal blood vessel that joins the descending aorta and the left pulmonary artery
leg area between knee and ankle	line infection infection of an IV catheter
lei/o smooth or smooth muscle	linea alba white line
/lemma husk, membrane covering muscles and nerves	/lingual relating to the tongue
lent/i lens of the eye	
lentig/o freckle	

lingual tongue-like structure	loss of lateral gaze HEENT or neurologic physical finding
lip/o fat	Lou Gehrig disease amyotrophic lateral sclerosis (ALS)
lipid substances extracted from cells by fat solvents	LP lumbar puncture
liquefaction type of necrosis	LTH luteotropic hormone
lith/o stone	/lucency a white spot on an x-ray
lithium lithium citrate, lithium carbonate, lithium chloride	/lucent transmits light
lithotomy position position in which the patient is on his back with the hips and knees flexed with thighs apart	LUE left upper extremity
living and well description used in H&P	Lugol solution iodine and potassium iodide solution
LLE left lower extremity	lumb/o flank
LLQ left lower quadrant	lumbar relating to the flank
LMD local medical doctor	lumbar vertebral levels L1 through L5
LNMP last normal menstrual period (or cycle)	lumin/o lumen or space inside a tube, light measurement
lob/o lobe (of an organ)	lun/o moon or moon-shaped
lobes of the lung right upper lobe (RUL), right middle lobe (RML), right lower lobe (RLL), left upper lobe (LUL), left lower lobe (LLL)	lung scan and perfusion-ventilation study a nuclear lung scan
LOC loss of consciousness	lung x-ray patterns interstitial pattern, Kerley B lines, reticulonodular pattern, patchy infiltrate, miliary pattern, bleb
lochia vaginal discharge that takes place during first two weeks after childbirth	lup/o lupus
Loeffler syndrome type of inflammation of the lungs	LUQ left upper quadrant
log/o the study of	/lus little
/logy (noun) the study of	lutein yellow pigment
long-acting depot IM injections intramuscular injection of a drug in an oil suspension that results in absorption of medication over a prolonged period	luteinizing forming of corpus luteum from ovarian follicle
long-acting insulin type of insulin that doesn't work as quickly but lasts a long time	luteinizing hormone a hormone produced by gonadotroph cells in the pituitary gland
longitudinal section divides body into left/right	luxat/o slipped, dislocated
lord/o concavity, hollow area	LVEDP left ventricular end-diastolic pressure

Transcription Reference Guide

LVH left ventricular hypertrophy

/ly (adverb) in the style of

Lyme disease recurrent multisystemic disorder

lymph/o watery fluid

lymphadenopathy disease process affecting lymph nodes

lymphat/o related to the lymph system

lymphatic relating to lymph

lymphocyte transfer beryllium sulfate blood test
beryllium lymphocyte proliferation test, a test for berylliosis

lymphopoiesis formation of lymphocytes

lymphopoietic relating to lymphopoiesis

lymphs lymphocytes

lys/o digest, dissolve

/lysis (noun) break down or apart, dissolve

lysosomal relating to a lysosome

lysosome digesting body

/lytic (adjective) break down or apart, dissolve

M

Maalox antacids used to relieve heartburn, acid indigestion and upset stomach

macro/ gross, large

macrophage cell that comes to clear out infection

macroscopic parts of body seen with naked eye

macroscopically pertaining to macroscopy

macul/o macule, spot

mag (slang) MgSO₄, magnesium sulfate

magnesium sulfate MgSO₄, mag (slang)

magnetic resonance imaging MRI; a non-x-ray imaging test

mainstem bronchi two main bronchi

major arteries carotid, subclavian, celiac axis or trunk, mesenteric, ductus arteriosus (ligamentum arteriosum)

major veins saphenous, azygos, portal, circle of Willis, ductus venosus

mal/ bad, abnormal

/malacia (noun) softening

malaise feeling of general discomfort, "out of sorts"

malar relating to the cheek or malar eminence

Malecot catheter a hollow flexible tube inserted into the body to allow passage of fluid

malformation Arnold-Chiari

malignant cancerous

malinger feigning or exaggeration of symptoms of illness done for desired end

malle/o hammer

malleol/o little hammer

malt/o malt

mamm/o breast (entire breast)

mammogram radiograph of the breast

man/o hand or thin

mandibul/o lower jaw

maneuver Valsalva

/mania (noun) excessive preoccupation or obsession

/maniac (adjective) excessive preoccupation or obsession

manometer pressure measuring instrument

manubri/o manubrium

MAO maximal acid output	measles childhood disease
MAOI monoamine oxidase inhibitor	meat/o urethral meatus, opening to a tube or canal
Marcaine with Wydase local anesthetic	meconium material in intestine of full-term fetus
marijuana, marihuana popular name for the dried leaves of a flowering Cannabis sativa plant	medi/o middle
marriage and family counselor MFCC; license for marriage and family counselor	medial closer to the middle
marrow soft tissue of bone	mediastin/o relating to the mediastinal cavity
Marshall-Marchetti repair suprapubic vesicourethral suspension, surgical operation to correct stress incontinence	mediastinal relating to the center cavity
marsupialization creation of a pouch	mediastinum center cavity containing heart
mast/o breast or breast-shaped, mastoid process or sinus	meds medications
mastectomy surgery to remove a breast	medull/o medulla or innermost
matern/o mother	/megaly (noun) enlargement
matr/i mother	mei/o diminished or shut
matrix, matrices connective tissue cells secrete and float in this substance	mel/o limb
/maturity period of attainment of maximal development	melan/o black
maxill/o upper jaw	melanotic passage of stools stained with blood
Mayfield 3-point pin headrest surgical device used to hold the head in place using pins	melatonin hormone involved in circadian rhythms
MCA multiple congenital anomalies, motorcycle accident	melena passage of stools stained with blood
MCD minimal change disease; disease of the kidney that causes nephrotic syndrome	/melia, /melic limb
mcg microgram, micrograms	Mellaril used for psychotic disorders
MCL medial collateral ligament	membran/o membrane
MCP metacarpophalangeal	men/o menses or menstrual flow
MD doctor of medicine, "Medicine Doctor"	menarche onset of menstrual function
	Ménière disease disorder that affects the inner ear
	mening/o parietal and visceral membranes of cranial cavity
	meningeal relating to meninges
	meninges combination of parietal and visceral serosa; arachnoid, dura mater, pia mater

Transcription Reference Guide

menisc/o meniscus, crescent

menopaus/o menopause

menopause cessation of menstruation

menstrual periodic physiologic hemorrhage

ment/o the mind, thinking

mental mechanisms denial, projection, conversion, sublimation, rationalization

mental tests Achenbach child behavior checklist, Beery-Buktenica Visual Motor Integration (VMI), Peabody Picture Vocabulary Test (PPVT), Wechsler test, Bender Gestalt, Minnesota Multiphasic Personality Inventory (MMPI), Rorschach, Stanford-Binet, thematic apperception

/mentia condition of the mind

meperidine analgesic, narcotic

mEq milliequivalent, milliequivalents

/mer compound made of one or more identical molecules

mesenter/o mesentery

meso/ middle

meta/ change, beyond

metabolic relating to basic function of cell

metabolism basic function of cell

metamorphosis change

metaphase one of the phases of cell reproduction

metaphysis wide part of long bone

metastases plural of metastasis

metastases (types of) hematogenous, regional lymph node, perineural, intraluminal, distant

metastasis transfer of disease from one organ or part to another

metastasize to form disease by process of metastasis

/meter (noun) distance measure, instrument to measure

meth/o one carbon

Methergine for treatment of postpartum hemorrhage

Methimazole palliative treatment of hyperthyroidism

Methotrexate used for leukemia in children

methyl methacrylate cement used to cement prosthetic joints

metr/o endometrium or uterine lining

metyrapone test test of pituitary ability to produce corticotropin

MFCC marriage and family counselor; license for marriage and family counselor

mg milligram, milligrams

mg% milligram percent, milligrams percent

MgSO₄ magnesium sulfate, mag (slang)

MI myocardial infarction; sudden severe heart attack

mi/o diminished or shut

micro/ small, tiny

microinstrumentation use of microinstruments in microsurgery

microscope instrument for seeing small things

microscopic too small to be seen with naked eye

microscopically pertaining to microscopy

microsize griseofulvin antibiotic derived from penicillium

Microsporium a genus of protozoa

microvilli, microvillus very small villi

mictur/o urinate

midclavicular middle of the clavicle or collarbone	mono/, mon/o one or single
midfrontal middle of the front side of the body	monocytes type of leukocyte
midnoc midnight	monos monocytes
midsagittal exact middle of body	morbid loss of function
midsagittal section section made down middle of body	morbidity damage to a whole organism
mili/o tiny nodules	morph/o form, structure
milk of magnesia MOM; medication used to treat constipation	morphine sulfate narcotic analgesic, sedative
Miller-Abbott tube tube used to treat obstruction in the small intestine through intubation	morphologic relating to study of form of organs
mineral/o type of steroid hormone	morphologically pertaining to morphology
minimal change disease MCD; disease of the kidney that causes nephrotic syndrome	morphology study of form of body parts
mit/o thread-like	mort/o death
mitochondria organelles in cytoplasm that use oxygen to digest food in cell	mortal pertaining to or causing death
mitosis cell reproduction	mortality state of being mortal
mitotic relating to cell reproduction	Motrin nonsteroidal anti-inflammatory, analgesic
mitotic spindle form of a dividing cell	MPS mucopolysaccharidosis
mitr/o mitral or left AV heart valve	MRI magnetic resonance imaging; a non-x-ray imaging test
mL milliliter, milliliters	MS multiple sclerosis
mm millimeter, millimeters	MTP metatarsophalangeal
mm³ cubic millimeter	muc/o slime of mucous membranes
mmHg millimeters of mercury	mucin/o mucin
MMR measles, mumps, rubella, live virus vaccination	mucoviscidosis cystic fibrosis
MOM milk of magnesia; medication used to treat constipation	mucus, mucous relating to mucus
mongolism, mongoloid Down syndrome	multi/ many
monili/o necklace, string of beads, candida infection	multinucleate cell with many nuclei
	multiple numbers single, double, triple, quadruple, quintuple, sextuple
	multivitamin many vitamins

Transcription Reference Guide

murmur soft sound heard on auscultation

muscle tissue consisting primarily of contractile cells

muscles pectoralis, platysma, flexor longus pollicis, latissimus dorsi, gastrocnemius, psoas

muscul/o muscle

muscular relating to muscle

musculoskeletal muscular and skeletal organ systems

MVA motor vehicle accident

MVP mitral valve prolapse

my/o muscle

myalgia muscle pain

myc/o fungus

myci/o muscle

Mycobacterium (genus) tuberculosis, kansasii, fortuitum, leprae, ulcerans

Mycoplasma (genus) pneumoniae, PLO, mycoides

mydriasis physiologic dilatation of pupil

myel/o bone marrow, spinal cord; may sound like "mild"

myelin/o myelin sheaths, covering of nerves

Mylanta medication used to treat heartburn, acid indigestion and gas

myocardial pertaining to the muscle tissue of the heart

myocardial infarction MI; sudden severe heart attack

myofascial pertaining to the fascia surrounding and associated with muscle tissue

myom/o myoma or muscle tumor

myring/o relating to the tympanic membrane of the ear

mysi/o muscle

myxedema condition characterized by dry, waxy swelling of skin

N

N nitrogen; element in protein

n.p.o. nil per os; nothing by mouth

Na sodium; trace element

NAD no acute distress; no short or sharp cause of discomfort

nadolol medication used for hypertension

Nal-131 radioactive sodium iodine

naloxone narcotic antagonist

Naprosyn nonsteroidal anti-inflammatory

narc/o numbness or stupor

narcissism, narcissistic self-love

nas/o nares, nose

nat/o birth, born

natr/o sodium

Navane used for management of psychotic disorders

navicul/o little boat, navicular

NBS normal bowel sounds; normal sounds heard on examination

NCAT normocephalic; relating to a normal cranium

NEC necrotizing enterocolitis

necr/o dead

necrosis death of cells

necrotic relating to death of cells

nect/o bind

needles Abrams needle, Chiba skinny needle, curved, cutting, Keith, SH, Tru-Cut, Voorhees needle, Veress needle

Neisseria (genus) meningitides, gonorrhea

neo/ new

neonatologist one who specializes in study of newborn

neonatology study of newborn

neoplasia new growth of cells whose anatomy is abnormal

neoplasm any new and abnormal growth

neoplastic relating to neoplasm

nephro/o kidney

nephrolithotripsy surgical procedure to remove kidney stones

nephrologist one who specializes in nephrology

nephrology study of kidney

nerve cells oligodendroglia, microglia, astrocyte, axon, dendrite

nerves intercostobrachial, thoracodorsal, long thoracic nerve of Bell, sciatic

neur/o nerve

neuroadrenal hormones epinephrine or adrenaline, norepinephrine or noradrenaline

neuroleptic term to refer to effects on cognition and behavior of antipsychotic drugs

neurologic reflexes suck, grasp, withdrawal, Moro (startle)

neurologic tests in physical examination pinprick, position, vibration, Brudzinski sign, Kernig sign

neurological, neurologic relating to nervous system

neurologist one who specializes in the nervous system

neurology study of nervous system

neuron tissue cells of nervous system

neuronal relating to nervous tissue cells

neuropsychiatric neurological system which includes the mind

neurosurgeon specialist in surgery of neurological system

neurosurgery surgery on nervous system

neurosurgery devices Mayfield 3-point pin headrest, spine cutter

neurosurgical landmarks tragus, pterion, zygoma

neutr/o neutral, white cells that don't stain

neutrophils leukocytes that eat foreign materials

nev/o mole

NF none found, not found

NG nasogastric

NICU neonatal or neurosurgical intensive care unit

NIDDM noninsulin-dependent diabetes mellitus

nidus point of origin of a morbid process

nifedipine calcium channel-blocking agent and coronary vasodilator

/nine chemical or hormone suffix

nitr/o nitrogen

Nitro-Bid antianginal

nitrogen N; element in protein

nitroglycerin NTG, used in angina pectoris

no acute distress NAD; no short or sharp cause of discomfort

Nocardia (genus) asteroides, brasiliensis

noct/i at night

nocturia urinating at night

Transcription Reference Guide

nodes Rotter, shotty, level 1, 2 and 3, highest

nodes of Ranvier constrictions occurring on nerve fibers

nodul/o nodule, little nodes or finely bumpy

noncontributory does not contribute

nor/ chemical with branched chain or one less methyl group

norm/o proper, rule

normal bowel sounds NBS; normal sounds heard on examination

normal saline NS; water with same salt concentration as blood

normoactive characterized by normal action

normocephalic NCAT; relating to a normal cranium

normoreflexive normal reflexes

nosocomial disease acquired in hospital environment

Novocain anesthesia that causes numbness

NS normal saline; water with same salt concentration as blood

NSAID nonsteroidal anti-inflammatory drug

NSD no serious disease (defect)

NSVD normal spontaneous vaginal delivery

NTG nitroglycerin; used in angina pectoris

nuch/o nape of the neck

nucle/o center, cell nucleus, eyeball

nuclear relating to the nucleus

nuclear bone scan, bone survey nuclear medicine test, x-rays of long bones, ribs, spine, and skull

nuclear medicine branch of medicine using x-ray, sound waves and magnetic fields

nucleol/o little nucleus

nucleoli, nucleolus small, round bodies that make ribosomes

nucleoplasm gelatin-like material in the nucleus

nucleus basic cell part

/nuclide radioactive isotope

nullip nullipara, woman with no deliveries

NVD neovascularization of the disk

nyct/o at night

nystagmus involuntary, rapid rhythmic movement of eyeball

O

O oxygen; chemical element

o/o egg

O2 oxygen; gas

oblique slanting

obstetrician one who specializes in pregnancy and childbirth

obstetrics study of pregnancy and childbirth

obturator any structure

occipit/o back of head

occiput, occipital relating to the back of the head

occlus/o closed off

OCT oxytocin challenge test

oct/o eight

ocul/o eye

OD oculus dexter, right eye

odont/o tooth or teeth, tooth-shaped

/oid (adjective) like

/ol alcohol compounds

/ole little

olecranon tip or point of the elbow

olig/o decreased or few

/olone steroid drug

OM otitis media

/oma (noun) tumor, mass

/omatous relating to a tumor, tumor-like

oment/o omentum

omphal/o umbilicus

/on (noun) noun suffix, no meaning

onc/o tumor

oncologist one who specializes in study of cancer

oncology study of cancer

Oncovin antineoplastic agent

/one steroid drug

onych/o nail

oophor/o ovary or egg-bearer

op/o location

/opaque impervious to light or x-rays

open reduction surgical correction of a fracture, luxation or hernia

open renal biopsy when a surgeon makes a small cut to obtain kidney tissue.

operat/o surgery or operation

ophthalm/o eye

ophthalmologist one who specializes in study of eye

ophthalmology study of eye

/ophthalmos eye condition

opi/o opium or opioid drugs

/opia vision

opposition relation between the thumb and the other digits

/opsia vision

Op-Site dressing thin and transparent dressing

/opsy (noun) look at

OPV oral polio vaccine

/or (noun) one that

or/o mouth, oral

orbit eye socket

orbit/o orbit

orbital relating to the orbit

orchi/o, orchid/o testicle

orchietomy removal of the testicles

organ/o organ

organelle structure in cytoplasm that carries out instructions from DNA

organic relating to organ

organomegaly enlargement of organ

Orinase used to treat diabetes

orth/o straight

orthopedic appliances 4-hole plate, Harrington rod, Kirschner wire, Steinmann pin, titanium plate

orthopedic surgeon one who specializes in surgery of musculoskeletal system

orthopedic surgery surgery of musculoskeletal system

orthopnea discomfort on breathing except in upright position

Transcription Reference Guide

OS oculus sinister; left eye

/ose (adjective) like, relating to (also suffix for chemical name for sugar)

/osis pathologic condition, relating to a condition

osm/o smell

osmolality a measure of urine concentration

osmolarity concentration expressed in terms of osmoles of solute per liter of solution

osmosis diffusion of water

osse/o bone

osseous relating to bone

oste/o bone

osteopetrosis rare genetic disease characterized by abnormally dense bone

osteoporosis condition of reduced bone mass

ostia, ostium an opening

ot/o ear

OTC over-the-counter; nonprescription

/otic pathologic condition, relating to a condition

otolaryngology study of ear, larynx, head, neck, tracheobronchial tree and esophagus

/ous (adjective) relating to

ovary reproductive organ

Ovcon-35, 28 day oral contraceptive

ox/o oxygen

ox/y oxygen, containing oxygen

oxacillin antibiotic

oxidat/o adding oxygen

oxidation use of oxygen to digest food in the cell

oxygen mist with nebulizer vaporizer which uses oxygen to help deliver medication

oxytocin a major hormone of the hypothalamus

P

p.o. per os; by mouth

p.r.n. pro re nata; as needed, as required

pacemakers demand, Medtronic, Cordis, Intermedics, fixed-rate

packed red blood cells red blood cells given in a transfusion

palatine pertaining to the palate

palpation feel with examining hands

palpitation conscious awareness of abnormality of your heartbeat

palsy Bell, Erb, Klumpke, Todd

pan/ all, every

pancreat/o pancreas

pancreatic/o to or with the pancreas

pancytopenia a reduced number of red and white blood cells, including platelets

pannus superficial vascularization of the cornea

Pap smear, Pap test, Papanicolaou specimen for examination of vaginal mucus, test to diagnose conditions of the female genital tract

papill/o papilla, papillae

papul/o pimple, papule

para woman who has produced viable young

para/ beside, beyond

paramyxovirus a paramyxovirus, also known as respiratory syncytial virus, RSV

paranasal sinuses ethmoid, frontal, sphenoid, maxillary

parasagittal one side or other of midline

parasagittal section section made slightly to one side or other of midline

parasite living organism which invades body and causes disease

parasitic relating to parasite

parathormone parathyroid hormone; hormone secreted by the parathyroid glands

/paresis relaxation

/paretic slight or incomplete paralysis

pariet/o wall of a cavity or organ

parietal relating to cavity lining

Parkinson disease disorder of the nervous system

parot/o parotid gland

pars plana vitrectomy removal of vitreous by suction and cutting

partial pressures alveolar oxygen, PAO₂; alveolar carbon dioxide, PACO₂; arterial oxygen, PaO₂; arterial carbon dioxide, PaCO₂

parts of the ear malleus, incus, stapes, oval window, epitympanum, eustachian tube, mesotympanum

/partum (noun) labor, delivery

partur/o birth

passed off the field removed from the sterile field to an unsterile area

passive resistance exercise that does not require active muscle contractions when performed

passive transport particles move across a membrane without using energy

patell/o patella, kneecap

patellar relating to the patella or kneecap

patern/o father

path (slang) pathology

path/o disease

pathognomonic relating to signs and symptoms of disease

pathologic relating to study of disease

pathological tissue colors gray-tan, red

pathologist one who studies disease

pathology study of disease

pathology specimens frozen section, shave biopsy, permanent section, punch biopsy, cone biopsy

pathophysiology functional abnormality

/pathy (noun) disease process

patient positions knee-chest, lithotomy, Trendelenburg

patr/i father

pauci/ few

PCN penicillin; antibiotic

PCP phencyclidine

PCT proximal convoluted tubules

PDA patent ductus arteriosus

peau d'orange dimpled condition of skin

ped/o child, infant, foot

pediatrician one who specializes in study of children

pediatrics study of children

peduncul/o peduncle

pelv/o pelvis

pelvic relating to pelvis

pelvis, pelves cup-shaped ring of bone in lower quadrant of body

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pemphig/o pemphigus, blister

pen/o penis

/penia (noun) lack of, decrease, poor

penicillin PCN; antibiotic

penis reproductive organ

Penrose drain surgical device used to drain fluid from a wound

penta/ five

pentamidine for treatment of Pneumocystis carinii and trypanosomiasis

peps/o, pept/o digest or digestion

per for every

per/ through; may sound like "pair of"

percent for every one hundred

percentile any of the points dividing a range of data into 100 equal intervals

percussion tap different parts of body during exam

peri/ around

pericardial relates to covering of surface of the heart

pericardium membrane around the heart

perinatology subspecialty of obstetrics

perine/o perineum, external part of lower abdomen or pelvis

perineal relating to skin surface of pelvis

perinephric relating to connective tissue around kidney

perineum skin surface of pelvis

periorbital relating to the tissues surrounding and lining the orbit of the eye

periosteal membrane membrane that lines the outer surface of bones

peripheral at or near the rim or edge

peripheral vascular surgery surgery on outlying blood vessels

peritone/o abdominal cavity

peritoneal relating to abdominal cavity

peritoneum membrane in abdominopelvic cavity

periumbilical near or around the navel

permease chemical that carries another molecule across cell membrane

perone/o peroneal tendon or nerve in lower leg

peroneal relating to the fibula (leg bone)

peroneal tendon transfer surgical relocation of insertion of abductor tendon to another muscle

Persantine vasodilator

petechi/o petechia, pinpoint hemorrhage

petrolatum used as an ointment base

Peutz-Jeghers syndrome a disorder in which the patient develops intestinal polyps and is at a higher risk for developing some types of cancers

/pexy (noun) affix, attach into place

Peyer patches lymphatic nodules of small intestine

PFT pulmonary function test

pH hydrogen ion concentration

phag/o, /phage eat, swallow, engulf

phagocytosis "eating" method of bringing material into the cell

phalang/o phalanx, phalanges

pharyng/o pharynx

phas/o speech

/phase (noun) phase or portion

/phasia, /phasic condition of speech

phe/o dusky

phenothiazine psychotherapeutic agent

phenylalanine antineoplastic agent

phenylpropranolamine decongestant

phenytoin anticonvulsant

pher/o support, bear

phil/o love or attraction, cells that attract a stain

phim/o muzzling or closure

phleb/o vein

phlegmonous pertaining to phlegmon

phob/o, /phobia (noun) fear

phor/o carry

/phoria (noun) bear

phos/o light

phosphate H₃PO₄, any form of phosphoric acid

phosphorus a chemical element

phot/o light

phrag/o, /phragm (noun) fence, wall

phren/o diaphragm

phren/o mind or head

phrenic relating to diaphragm

phylax/o, phylact/o guard

phym/o growth

/physeal adjective suffix for /physis

physi/o nature, natural

physical examination findings in the abdomen
guarding, shifting dullness, fluid wave

physician doctor

physiologic relating to function of body parts

physiologically pertaining to physiology

physiology study of how the body works

/physis (noun) grow

phyt/o plant

/phyte fungus

piecemeal bit by bit

pigment/o colored

pil/o hair

pineal/o pine cone-shaped, relating to the pineal body

pinocytosis "sipping" method of bringing material into the cell

pinprick slight puncture made by a pin

pituitar/o pituitary gland

pituitary endocrine gland

PKU phenylketonuria

placent/o afterbirth

placenta previa an obstetric complication in which the placenta is attached to the uterine wall close to or covering the cervix

placental abnormalities abruptio placentae, placenta previa

plak/o patch

/plakia patch

plane direction of a section

Transcription Reference Guide

plant/o sole of foot

plantar relating to the sole of the foot

plaque any patch or flat area

/plasia (noun) growth, development

/plasm formation, (cell) contents, growth

plasm/o plasma, cell substance

plasma renin kidney enzyme, high level may indicate high risk for heart attack

plasma/ plasma

plasmapheresis removal of whole blood, separation of its cellular elements by centrifugation

Plasmodium (genus) malariae (malaria), vivax, falciparum

plastic skin bridges used with bumper sutures

plastic surgery surgery concerned with reconstruction

plastic surgery or graft terms graft donor site, native position

/plasty (noun) restore by surgery

platelet thrombocyte

platelet count count of irregularly shaped disks found in blood

/plegia, /plegic paralysis

pleur/o thoracic membranes

pleura lining of thoracic cavity

pleural relating to cavity holding the lung

pleurisy, pleuritic inflammation of the pleura

plexus braid, tangle or network of vessels

plicae circulares circular folds

plication, plicated taking tucks in a structure to shorten it

PMI point of maximal impulse; the place where the apical pulse is palpated as strongest

PND paroxysmal nocturnal dyspnea

/pnea (noun) breathing

pneum/o, pneumon/o air, gas, lung air sacs

Pneumocystis (genus) carinii pneumonia (PCP)

pneumon/o lung air sacs

pod/o foot or foot-like

poi/e forming, making

/poiesis (noun) formation

/poietic (adjective) relating to the process of formation

/poietin blood-forming hormone

poikil/o, poiekyl/o mottled

point McBurney, Brewer, Addison, Pauly, Mackenzie

point of maximal impulse PMI; the place where the apical pulse is palpated as strongest

/polar relating to poles or ends of a spectrum

polariz/o line up between poles

polio poliomyelitis

poly/ many

polyarthritis simultaneous inflammation of several joints

polydrug abuse improper use of more than one drug at a time

polymorphonuclear neutrophils

polymyxin-bacitracin antibiotics

polyp/o polyp

polys polymorphonuclear leukocytes

poplite/o back of knee

popliteal relating to back of the knee

popliteal fossa back of the knee

por/o hollow

port wine stain birthmark

port/a hepatic portal vein

port/o door

porta hepatis fissure on surface of liver

position spatial location

post/ after, past

poster/o behind

posterior in back of

posterior tibial back of the ankle

posterolateral to side and in back of sagittal plane or middle

potassium K; trace element

pouch of Douglas rectouterine pouch, pouch between rectum and uterus formed by fold of peritoneum

PPD tuberculin skin test

PPMA post poliomyelitis muscular atrophy

pre/ before

prednis/o, prednisone drug name

prep (slang) preparation

prepped sterilized for surgery

presby/o elder or aging

pretibial in front of the tibia, leg

preventive medicine study and practice which aims to prevent disease

preventive medicine specialist one who practices preventative medicine

priapism abnormal erection of penis without sexual desire

prim/o first

primary intention repair with stitches

primary union repair with stitches

primip primipara, woman with one previous birth

pro/ before

process, processes styloid, zygomatic, mastoid, palatine

prochlorperazine used for management of nausea and vomiting

proct/o anus or lower rectum

progester/o female hormone

prognosis forecast of probable outcome

progressive advancing

prolactin hormone to sustain lactation

prolapse sinking of an organ or body part

promontory a projecting process

prone/o turn toward prone position

prone body position face down

prophase one of the phases of cell reproduction

propranolol cardiac medication

propt/o exophthalmos

prostaglandin components derived from unsaturated 20-carbon fatty acids

prostat/o prostate

prostate specific agglutinins PSA; a type of antibody screened for in blood test for prostatic cancer

Prostheses Dow-Corning, Bucholz, Starr-Edwards, total hip

Transcription Reference Guide

prosthetic heart valves Bjork-Shiley

prot/o first, primitive

protamine class of basic proteins of low molecular weight

protein rich describes ascitic fluid, hyphenated if used before the noun

protein/ protein, found in urine

proteins important building product of cell

prothrombin time pro-time, protime PT; clotting test

protoplasm gelatin-like material filling cell

protuberant a prominence

Provera used for abnormal uterine bleeding due to hormonal imbalance

proxim/o nearer to

proximal near center of body or organ

pruritus, pruritic itching

PSA prostate specific agglutinins; a type of antibody screened for in blood test for prostatic cancer

pseudo/ false

pseudoephedrine for relief of nasal congestion

psori/a itch

psych/o mind

psychiatrist one who specializes in study of emotions and biochemical imbalances

psychiatry study of emotions and biochemical imbalances

PT prothrombin time, pro-time, protime; clotting test

PTA prior to admission

PTC percutaneous transhepatic cholangiography

PTCA percutaneous transluminal coronary angioplasty

pterion a point on the sphenoid bone

pteryg/o wing, pterygoid process

PTH parathyroid hormone, parathormone

/ptosis (noun) drooped, slipped down

PTT partial thromboplastin time

PTU propylthiouracil

ptyal/o salivary glands

/ptysis coughing up

pub/o pubis

pubic relating to pelvic bone

pubis front of pelvic bone

PUD peptic ulcer disease

pubend/o pudendum, external genitalia

puerper/o recently having borne

pulmon/o lung

pulmonary function measurements tidal volume (TV), vital capacity (VC), inspiratory reserve volume (IRV), expiratory reserve volume (ERV), dead space volume

pulmonary medicine branch of medicine concerned with the lungs

pulmonary medicine specialist one who specializes in study of lungs

pulmonic relating to the lungs

pulsat/o relating to a pulse

pupill/o pupil of the eye

purulent pus

pus exudate with dead bacteria

pustul/o pustule

PVR progressive vitreous retinopathy

py/o pus

pyel/o relating to the renal pelvis

pylor/o pylorus, gatekeeper

pyogenic forming pus

pyonephrosis pus-forming inflammatory condition of kidney

pyorrhea a purulent discharge

PYP pyrophosphate nuclear scan

pyramid/o pyramid, pyramid-shaped organ

pyrazinamide antitubercular agent

Pyridium for urinary itching, frequency

pyuria pus in urine

Q

q. quaque; every

q.()h. quaque () hora; every () hours

q.a.m. quaque ante meridian; every morning

q.d. quaque die; daily; never use the abbreviation; always write out

q.h.s. every hour of sleep, every bedtime

q.i.d. quater in die; four times a day

q.n.s. quantity not sufficient

Q-panel a group of blood tests

quadr/i, quadr/u four or fourths

quadrant one-quarter section

quarterly divided into fourths

R

R/O, RO rule out

R' R prime

RA rheumatoid arthritis

RA factor rheumatoid arthritis factor

rachi/o spine

radi/o rays or waves, x-ray, radius, forearm

radial forearm

radiation therapist one who specializes in radiation therapy

radiation therapy therapy using x-rays and sound waves

radioactive iodine I-131

radioactive sodium iodide NaI-131

radioimmunoassay RIA; radioactive assay or test of body chemical levels

radiologist one who specializes in use of x-rays

radiology study of use of x-rays, sound waves

RAE right atrial enlargement

rales breathing sounds, also rhonchi, wheezes, crackling, bronchial, vesicular

RAM rapid alternating movements

ram/o ramus, rami

ramus branch

range of joint motion ROM; joint flexibility

Ranitidine for ulcer treatment

RAO right anterior oblique; x-ray position

rapid-acting insulin type of insulin that works quickly in the body

Raynaud phenomenon spasm of digital arteries with numbness of fingers

RBC red blood cells, red blood count

Transcription Reference Guide

re/ again, back

rebound tenderness reversed response on withdrawal of stimulus

rect/o upright, rectum

recumbent lying down

red Robinson catheter a type of catheter used to drain urine

reduction to reduce, lessen in size

referral act of referring

reflection a folding or turning back

reflex Babinski, Gordon, Babkin, Barkman, Brudzinski

/reflexive relating to unconscious reaction to a stimulus

reflux backward flow

regenerate tissues replacing themselves

regeneration natural renewal of a structure

regenerative having ability to regenerate

Reglan gastrointestinal agent

regular rate and rhythm RRR; used under Heart heading of PE

regurgitation flow in the opposite direction from normal

rehabilitation medicine branch of medicine concerned with restoration of form and function after illness

rehabilitation medicine specialist one who specializes in rehabilitation medicine

remission abatement of symptoms

ren/o kidney

renal malformations medullary sponge kidney, crossed fused renal ectopia, pelvic kidney, horseshoe kidney

repolarization return of the ions to their previous resting state

resectoscope an instrument for biopsy of lesions of the bladder

resident licensed physician who practices under guidance of experienced specialist

respiration exchange of oxygen in lungs; Corrigan, Cheyne-Stokes, Austin Flint, Kussmaul

respirator IPPB apparatus, CPPB, CPAP, CPPV, PEEP

respiratory organs responsible for breathing

respiratory syncytial virus a paramyxovirus, also known as RSV, paramyxovirus

respiratory therapy methods humidification (humidifier), nebulization (nebulizer)

restraints (types of) hard restraints, soft restraints

resuscitation restoration to life of one apparently dead

reticul/o little network, little net

reticular a fine network formed by cells or pertaining to or resembling a net

retin/o retina of the eye

retractor instrument to pull back; Army-Navy, Balfour, bivalve, Greenberg, Jacobson, Jorgenson, O'Connor-Sullivan

retractors or blades Adson, bladder, chest spreader, Cook, Deaver, Gelpi, Markham-Meyerding, right- or left-angle, self-retaining, vein

retro/ behind, back

retrocolic recess peritoneal bed of the colon

retro-orbital behind bony cavity containing eyeball

retroperitoneal behind peritoneal cavity

reversible change back

RHD rheumatic heart disease

rheumat/o watery discharge, rheumatic condition

rheumatoid widespread inflammation with unknown cause

rheumatologist one who specializes in rheumatology	rongeur Adson, Kerrison, Leksell, up-cutting—an instrument to cut through tough tissue, like bone
rheumatology study of joints and immune system	roseola rose-colored rash
rhin/o nose	Roux-en-Y terms Roux limb, Roux bile loop, Roux-Y limb
rhinoplasty repair of nose defect	/rrhage break or bursting through
rhinorrhea discharge of nasal mucus	/rrhagia abnormal flow
rhiz/o root, relating to the hip and shoulder joints	/rrhaphy suturing or sewing up
RhoGAM immune globulin	/rhea (noun) flow
rhonchi breathing sounds, also rales, wheezes, crackling, bronchial, vesicular	/rheic relating to flow
/rhythmia heart rhythm condition	/rrhexis rupture
RIA radioimmunoassay; radioactive assay or test of body chemical levels	RRR regular rate and rhythm; used under Heart heading of PE
rib/o the sugar ribose	RSV a paramyxovirus, also known as respiratory syncytial virus, paramyxovirus
ribonucleic acid RNA; carries instructions for making proteins	RTA renal tubular acidosis
ribosome organelle in cytoplasm	rubella acute infectious disease
rickets vitamin D deficiency	rubor redness
Rifamate antituberculosis agent	RUE right upper extremity
right anterior oblique RAO; x-ray position	rugae ridge, wrinkle or fold
Ringer's lactate solution RL; IV fluid	RUQ right upper quadrant
Ritalin central nervous system stimulant	RVH right ventricular hypertrophy
Ritodrine used to inhibit uterine contraction in preterm labor	Rx prescribe, prescription
RL Ringer's lactate solution; IV fluid	S
RLE right lower extremity	/saccharide complex sugar
RLQ right lower quadrant	sacr/o sacrum, back pelvic bone
RNA ribonucleic acid; carries instructions for making proteins	sacral relating to the sacrum
Robitussin used to control cough	sacroiliac pertaining to the sacrum and ilium
ROM range of motion; joint flexibility	sacrum back pelvic bone

Transcription Reference Guide

sagittal right and left

sagittal plane plane which divides body into right, left sections

sagittal section divide body into right and left

sagittally relating to sagittal

Salem sump tube a nasogastric tube used for suction and irrigation of the stomach

saline salty

salping/o salpinx, fallopian tube

saphen/o saphenous vein

sarc/o nongland tissue, flesh

sarcoma tumor of bone or soft tissue; Hodgkin, Kaposi, Kupffer cell, Abernethy, pseudo-Kaposi

SBE subacute bacterial endocarditis

scab formed from fibrinous exudate

scalpel, knife, blade #1, #2, #15

scaphoid boat-shaped

scapul/o scapula, shoulder blade

scapular relating to the scapula or shoulder blade

Schaumann bodies shell-like lesions

schist/o, /schisis, schiz/o split

Schwann cells large cells whose cell membranes spirally enwrap peripheral neurons

sciatica pain in lower back and hip radiating down back of thigh into leg

SCID severe combined immunodeficiency disease

scirrhous pertaining to the nature of hard cancer

scissors Mayo, Metzenbaum, bandage, Potts

scler/o sclera

sclera, sclerae white of the eye or eyes

scleral buckling relating to white of eye buckling

/sclerosis (noun) hardening

/sclerotic (adjective) hardening

scoli/o curved

scop/o examine

/scope (noun) instrument to see through or with

scopolamine an alkaloid, epoxide of atropine

scot/o darkness

scotoma, scotomata a blind spot in visual field

screws Schanz, bone, compression, recessed head, Stryker

scrot/o scrotum or scrotal sac

seb/o oil, wax, sebum

sebac/o sebum, a greasy lubricating substance

secondary intention heal with borders separated

secondary to caused by

secondary union heal with borders separated

sect/o, secti/o cut into or apart

section slice or cut dividing body into parts

sed rate (slang) sedimentation rate

segs (slang) segmented neutrophils

seizure an attack, sudden onset of symptoms such as convulsions

Seldinger technique method to insert catheter using a hollow needle

selective permeability ability to choose which things pass through a membrane

sella turcica Turkish saddle

SEM systolic ejection murmur

semester one-half of a time period	Shiley tube tube used in tracheostomies
semi/ half	short-acting insulin a type of insulin with an immediate onset of action
semin/o seminal vesicles	sial/o saliva
semipermeable allows some things to pass through membrane	sibs (slang) siblings, brothers and sisters
Sengstaken-Blakemore tube a tube inserted through the nose or mouth to manage gastrointestinal bleeding	SIDS sudden infant death syndrome
Senn retractor right-angle clamp	sigmoid/o sigmoid colon
/sensitivity state of being susceptible to	sign Chvostek, Trousseau
seps/o, sept/i infection, bacteria	silk tape tape to apply gauze or bandage
septal deviation abnormal wall dividing two cavities	Silvadene topical antimicrobial
septic/o, /septic infection, bacteria	Similac infant feeding formula
sequelae after effect of a disease, condition or injury	sin/o, sinus/o sinus, a cavity
sequestr/o separated	sinus sphenoid, ethmoid, frontal, maxillary, mastoid
serodiagnostic test diagnosis using serologic tests	sinusitis inflammation of the sinuses
seros/o serous membrane	/sis (noun) pathologic condition, relating to a condition
serotonin neurotransmitter	/sity the state of
serous relating to or containing serum	skelet/o skeleton
serum liquid (noncellular) part of blood, body fluid	skeletal relating to the skeleton
serum cortisol glucocorticoid in blood which regulates immune system	skeleton bony framework of body
serum glutamate pyruvate transaminase SGOT; blood test for liver function	skin clips suture used to close surgical wounds, also known as skin staples
SF₆ gas used to fill the eye at surgery	skin staples used to close surgical wounds, also known as skin clips
SFA superficial femoral artery	SLE systemic lupus erythematosus; chronic inflammatory multisystemic disorder of connective tissue
SGA small for gestational age	slit lamp biomicroscope
SGOT serum glutamic-oxaloacetic transaminase; blood test for liver function	Slow-K potassium supplement
shave biopsy a procedure where a thin layer of skin is removed with a small blade for examination	SMAC-20 lab test on serum level

Transcription Reference Guide

small vessels arterioles, venules, capillaries

SNCNHL small noncleaved cell non-Hodgkin lymphoma

snuffbox space just medial to base of radius on the dorsum of the hand

SOB shortness of breath

sodium Na; trace element

sodium pump permease that carries sodium

Solu-Medrol anti-inflammatory

solute substance dissolved in a solvent

som/o, somat/o body

/some a body

somn/o sleep

son/o sound, ultrasound

sonographic fetal measurements biparietal diameter (BPD), crown-rump length (CRL)

sound, sounded instrument to measure depth

sp. gr. specific gravity

/spadias a tear or opening

/spasm, spasm/o contraction

specialist physician who limits practice to one organ system

specialization act of specializing

specialize focus on one area or organ

specialty area of focus

speculum aural, vaginal, nasal, weighted

spermat/o sperm

spher/o round, round-shaped object

/sphere globe, applies to any ball-shaped structure including the brain

sphincter of Oddi sphincter

sphincter/o sphincter

sphygm/o relating to the pulse

spider nevi dilatation of superficial capillaries resembling a spider with legs

spin/o spine

spina bifida developmental abnormality

spinal canal cavity that holds spinal cord

spine cutter a surgical tool used in spinal surgery

spir/o, spirat/o breathe, breathing

spirochete spiral bacteria

spironolactone steroid that is antagonist of aldosterone

splanchn/o relating to a viscus or viscera

splen/o spleen

splenomegaly enlargement of spleen

spondyl/o spine

sponges lap, wet lap, dry lap (laparotomy), Raytec, Weck-cel

sports medicine field of medicine concerned with injuries sustained in athletic endeavors

squam/o disk-shaped cells

squamous cells that are flat disks

stabs stab cells

/stalsis, /staltic contraction

Stamm gastrostomy type of incision made in the stomach

staphyl/o cluster of grapes

Staphylococcus aureus bacteria found on the skin

/stasis (noun) control

stat, statim at once	stridor harsh, high pitched respiratory sound
/static (adjective) hold in	/strophy the process of turning oneself
station measurement of the baby's head in relation to the pelvis	structural type of protein to build new cells and cell parts
Stelazine used for management of anxiety	su/i himself
Steri-Strips adhesive strip to close small wound	sub/ under, inferior to
stern/o sternum, breast bone	subacute less than sharp or severe
sternal related to the sternum or breast bone	subclavian steal syndrome a result of the occlusion or severe stenosis of the proximal subclavian artery
/steroid adrenal gland hormone	Subcue subcutaneous, also referred to as subq or subcu
STH somatotrophic hormone	SubQ subcutaneous, also referred to as subcu. or subcue
/stices gap or space	subspecialty a particular area within a specialty
stigm/o, stigmat/o point or focus	suction bulb, Hemovac
/stital gap or space	sud/o sweat
/stoma (noun) body opening (to the outside)	Sudafed used for nasal congestion
/stomy (noun) surgically created body opening	sudor/i sweat
stool guaiac test for blood in stool	/sufficiency condition of adequacy or normal function
stools formed stools of normal consistency	/sufficient adequate or functional
strabismus lack of parallelism of the visual axes of the eyes	sulf/a, sulf/o sulfa drug, an antibiotic
strap muscles small, flat muscles inferior to the hyoid bone	sulfon/o sulfa drug, an antibiotic
stratified more than one layer	Sumycin anti-infective
straw-colored normal urine color	super/, super/o above, superior to
strept/o twisted chains	superficial, superficially on or closer to the skin or surface, relating to the surface
Streptococcus (genus) pneumoniae, alpha-hemolytic	superolateral above and further away from
stress incontinence lack of restraint regarding urination or feces	superomedial above and closer to the middle
stressor to cause to undergo strain or stress	supin/o relating to supine
striated striped	

Transcription Reference Guide

supinat/o turn toward supine position

supine body position when flat on back

suppository medicated mass adapted for introduction into rectal, vaginal orifice

suppurative inflammation response with large amount of pus

supra/ above, superior to

supraorbital the region above the eye sockets

suprapubic catheter tube inserted through the belly into the bladder to drain urine

surfactant active agents which form layer over alveolar surfaces which stabilizes volume

surgeon one who performs surgery

surgery (types of) Marshall-Marchetti repair, transurethral resection of the prostate, ureteroileostomy, nephrolithotripsy

surgical pertaining to surgery

surgical oncologist one who performs surgery for tumors

surgical oncology surgery on tumors

surgical procedures Billroth I, Billroth II, Whipple procedure pancreaticoduodenostomy), V&P (vagotomy and pyloroplasty)

suture joining of edges of a wound

suture materials absorbable, AO Tevdek, black silk, chromic, Dermalon, Dexon, double-barrel, Ethibond, Ethilon, gut, Maxon, Mersilene, Nurolon, nylon, plain catgut, Prolene, silk, surgical steel, Surgilon, Vicryl, wire

suture techniques (styles) alternating, anchoring, baseball, bolster, braided, bridle, bumper retention, buried, button, circular, continuous, everting, figure-of-eight, free tie, imbricating, interlocking, interrupted, inverting, Kessler, Lembert, locking stitch, mass closure, near-far-far-near, overlapping, PDS mattress, pursestring, reinforcing, relaxation, running, simple, single, Smead-Jones, stay, stick tie, subcuticular, tacking, through-and-through, transfixion, U

Swan-Ganz catheter used to measure intravascular pressure

Swanson Silastic flexible hinge artificial joint

Sx symptoms

sym/ together with

symmetrical correspondence of parts on opposite sides of body

sympathomimetic adrenergic

syn/ together with

synapt/o synapse, communication gap between two nerve cells

syncope fainting

syncyti/o mass of tissue created by the merging of cells

syndrome Albright, Alport, Budd-Chiari, carpal tunnel, Charcot, Conn, Cornelia de Lange, Cronkhite-Canada, Curtius, Cushing, Down, dumping, Ellis-van Creveld, Gardner, Goldenhar (oculoauriculovertebral dysplasia), Horner, Klippel-Feil, Korsakoff syndrome, Leriche, Mallory-Weiss, Marfan, meconium plug, Meig, Menetrier, nail-patella (osteo-onychodysplasia), nephrotic, organic brain syndrome (OBS), Peutz-Jeghers, Pierre Robin, prune-belly, Reiter, respiratory distress syndrome (RDS), Reye, Stein-Leventhal, subclavian steal, Treacher Collins, Zollinger-Ellison

synovi/o, synov/o synovium, synovia, with egg, like egg white

Synthroid replacement thyroid product

syphil/o syphilis

syring/o syringe, syrx, relationship to a tube or fistula

system/o the body as a whole

systemic lupus erythematosus SLE; chronic inflammatory multisystemic disorder of connective tissue

systole, systolic contraction of heart, especially of the ventricles

T

T cells lymphocytes	Telfa 4 x 4 4-inch square bandage, also known as Telfa pad
T&A tonsillectomy and adenoidectomy	Telfa pad 4-inch square bandage, also known as Telfa 4 x 4
t.i.d. ter in die; three times a day	telophase one of the phases of cell reproduction
TAB therapeutic abortion	temp (slang) temperature
tachy faster than usual	tempor/o timely, temporalis bone
Tagamet antiulcer agent	temporomandibular pertaining to the temporal bone and mandible
TAH total abdominal hysterectomy	ten/o tendon
Takayasu disease chronic inflammation of the aorta	Tenckhoff catheter catheter commonly used in peritoneal dialysis
tal/o talus, heel	tendin/o tendon
taliped, talipes club-foot	tendons fibrous tissue
Tambocor antiarrhythmic agent	tenoplasty plastic surgery performed on a tendon
tamoxifen used to treat cancer	tenotomy scissors type of scissors
Tapazole methimazole for treatment of hyperthyroidism	tens/o pressure
tape (types of) adhesive tape, Micropore tape, paper tape	terat/o cancerous or a monster
tars/o tarsus, heel or ankle	test Coombs test
tarsal relating to the tarsus, heel or ankle	test terms quantitative, qualitative, sensitivity, specificity
/taxia, /taxis order or arrangement	test/o testis, testicle
TB TBC, tuberculosis	testes reproductive organ
TBC TB, tuberculosis	testosterone major androgenic hormone
TE fistula tracheal-esophageal fistula, tracheoesophageal fistula	tests for tuberculosis Mantoux, tine
Technetium Tc-99m; radionuclide	tetan/o tetanus or contraction
Tegretol anticonvulsant	tetracycline antibiotic
tegument/o tegmen, covering	tetraiodothyronine T4, thyroxine
tel/o distant	thalam/o thalamus
	thalidomide anti-infective, sedative

Transcription Reference Guide

the/o put	thymosin thymic hormone
theli/o thelium, nipple, surface tissue layer	thymus lymphoid organ
Theo-Dur bronchodilator	thyr/o thyroid, shield
theophylline used for asthma	thyrocalcitonin calcitonin
/therapeutic relating to therapy	thyroid gland in endocrine system
/therapy (noun) treatment	thyroid crisis thyrotoxic storm, a sudden increase in symptoms of thyrotoxicosis
therm/o heat	thyroid function tests T3 resin uptake, T4 assay, radioactive uptake (RAU), thyroid scan
thiamine, thiamin vitamin B1	thyroid isthmus band of tissue connecting lobes of thyroid gland
thioridazine antipsychotic	thyroid panel test for autoimmune diseases
thiothixene used for psychotic disorders	thyroid storm thyrotoxic crisis, a sudden increase in symptoms of thyrotoxicosis
Thomas heel with wedges shoe orthotics	thyroidectomy a surgical procedure in which all or part of the thyroid gland is removed
thorac/o thoracic, chest	thyroxine major hormone of the thyroid
thoracentesis puncture or passage into thoracic cavity	TIA transient ischemic attack
thoraces chest	tibi/o tibia, shin bone
thoracic relating to chest	fibial relating to the tibia or shin bone
thoracic surgeon one who performs chest surgery	/tic (adjective) pathologic condition, relating to a condition
thoracic surgery surgery on chest	/tic (adjective) relating to
thoracic vertebral levels T1 through T12	Timoptic beta-adrenergic blocking agent
thoracocentesis puncture or passage into thoracic cavity	TIN tubulointerstitial nephritis
thoracotomy surgery to remove all or part of a lung	tine/o tinea, worm, ringworm
thorax chest	tinea tinea cruris, tinea capitis, tinea versicolor
Thorazine for treatment of psychoses	tinnitus sensation of noise in ears
thromb/o clot	tip culture culture and sensitivity of a catheter tip for infection
thrush infection of oral tissues with <i>Candida albicans</i>	titer measurement of concentration in a solution
thym/o thymus gland	
/thymic mood or emotion	

TM, TMs tympanic membrane(s), membrane that separates the external ear from the middle ear

TMJ temporomandibular joint

TOA tubo-ovarian abscess

toc/o labor or uterine contractions

Tofranil antidepressant

tolbutamide used in treatment of diabetes

tom/o cut, slice or a hole

/tome (noun) cutting instrument

tomography imaging by sections or sectioning

/tomy (noun) cut into or slice

ton/o stretch

tonic producing and restoring normal tone

tonicity condition of concentration of solutes

tonsill/o tonsils

tonsils palatine, pharyngeal

tophi chalky deposit occurring in gout

TORCH toxoplasmosis, other, rubella, cytomegalovirus, herpesvirus, group of maternal infections that cause similar fetal damage

tourniquet pneumatic

tox/o poison, damaging

toxoplasmosis, other, rubella, cytomegalovirus, herpesvirus TORCH, group of maternal infections that cause similar fetal damage

TPR temperature, pulse and respiration

trace element very small amounts of elements

trache/o trachea, windpipe

Trach-tapes used in tracheostomy or tracheotomy

tranquilizer drug with calming effect

trans/ across

transplant surgery surgery to transfer one part to another

transsexual person whose external anatomy has been changed to that of the opposite sex

transsphenoidal performed through the sphenoid bone

transudate clear fluid without protein

transurethral resection of the prostate TURP; surgery to remove all or part of the prostate

transverse lying across long axis of body

transverse plane dividing above, below

transverse section dividing into top, bottom

transversely across long axis of body

trapezi/o trapezius muscle

trapezium a bone in the distal row of the carpus at the base of the thumb

trauma causes injury to tissue

traumatic relating to trauma

trauma-type flap flap restricting flow of blood in vessels, usually the result of trauma

tremor involuntary, somewhat rhythmic muscle contraction

Trendelenburg position the body is flat on the back with the feet elevated 15-30 degrees higher than the head

tri/ three

Triaminic antihistamine and decongestant

trich/o hair

trichomon/o trichomonas

Trichomonas (genus) vaginalis, hominis

Transcription Reference Guide

trifluoperazine antipsychotic

trigin/o between skin folds

tri-iodothyronine T3

trimester one-third of a time period

/trinsic situated

triphosphate chemical in ATP

triple arthrodesis surgical fusion of talonavicular, talocalcaneal and calcaneocuboid joints

/tripsy procedure for smashing or crushing

/tripter machine that smashes or crushes

trocar sharp-pointed instrument

trochanter/o trochanter, part of femur

trochle/o pulley

troph/o growth or development

/trophic (adjective) relating to growth, development

trophy (noun) relating to growth, development

/tropic seeking, turning toward

trough canal or ditch-like space

trunk, truncal main part of the body

TSH thyroid-stimulating hormone

tsp teaspoon

tub/o tube

tubal insufflation act of blowing into a body cavity with a tube

tube Miller-Abbott, Kelly, Mueller-Frazier, Ochsner, Cantor

tuber/o bulge, like a root

tubercul/o tuberculosis, small root

tuberculosis infectious bacterial disease

tubes Armour, Cantor tube, Donaldson, feeding, Levin tube, Miller-Abbott tube, nasogastric (NG), Salem sump tube, Sengstaken-Blakemore tube and balloon, Teflon, T-tube

tubul/o little tube

tumor swelling, lump

tumors (types of) germ cell, Krukenberg

tumorous relating to tumor

tunica vaginalis serous membrane covering front and sides of testis and epididymis

turgor condition of being swollen, swollen fullness

TURP transurethral resection of the prostate; surgery to remove all or part of the prostate

Tylenol acetaminophen

tympan/o tympanic, drum, ear drum

tympanic membrane TM, TMs, membrane that separates the external ear from the middle ear

/type kind of, general character, mark

U

U unit, units; never use the abbreviation; always write out

U/A, UA urinalysis

UCD usual childhood diseases

UCI usual childhood illnesses

/ular relating to

ulcer break in the skin or membrane

uln/o ulna

ultra/ beyond, higher than

/um (noun) structure

umbilic/o umbilicus, navel, bellybutton

umbilical relating to umbilicus, navel, belly button

undifferentiated cell that can change to different kinds of cells

Unipen for treatment of bacterial infections

Uniphyl for treatment of bronchial asthma, chronic bronchitis and emphysema

unremarkable not remarkable

ur/o urine

/uresis to urinate

ureter part of urinary system

ureter/o ureter

ureteroileostomy surgery to divert urine from the bladder

urethr/o urethra

urethra canal leading from bladder

urgency strong desire to urinate accompanied by fear of leakage

URI upper respiratory infection

/uria condition of (frequent) urination

uric/o uric acid, found in urine and joints

urin/o urine

urinary relating to urine

urine hormone tests urinary free cortisol, 17-OHCS

/urnal every (day or night)

urologist one who specializes in urology

urology study of urinary and male reproductive system

urticarial hives, an itchy rash

UTD up to date, used for childhood immunizations

uter/o uterus, womb

uterus part of reproductive system

UTI urinary tract infection

uve/o uvea

uvul/o uvula

V

vaccin/o vaccine, medicine that produces antibody response

vag/o vagus nerve, cranial nerve 10

vagina part of reproductive system

/valgus, valgus bent outward

Valium used for anxiety disorders

Valsalva maneuver forcible exhalation effort against closed glottis

valvul/o valve

vancomycin IV antibacterial

varic/o, varicos/o varicose or pathologically dilated veins

varicella chickenpox

/varus, varus bent inward

Vas Cath a brand of intravenous catheter

vas/o vas deferens, vessel

vascul/o vessel

/vascular relating to a vessel system

/vascularization the process of becoming vascular

vascularize formation of new vessels

vastus lateralis description of muscles

VATER association congenital syndrome with vertebral and vascular anomalies

ven/o vein

Transcription Reference Guide

venere/o transmitted by sexual contact

ventilator pressure-preset ventilator, volume-controlled ventilator

/vention coming

ventr/o belly side

ventral on the belly side

ventricul/o ventricle of the heart or the brain

ventriculography making an x-ray of the heart or brain using radiopaque substance in the ventricles

vera true

verapamil calcium channel blocker

vernix caseosa substance which covers skin of fetus

verruc/o verruca vulgaris, wart

Versed trademark for midazolam, tranquilizer

/version turned or a turning

vert/o turn or tilt

vertebr/o back bones

vertebral levels cervical (C1 through C7), thoracic (T1 through T12), lumbar (L1 through L5)

vertigo sensation of whirling, sensation of irregular or whirling motion either of oneself or external objects

vesic/o vesicle, little bladder, a reservoir (in a shunt tube), reservoir for VP shunt

vesicle sac that forms around products of cell

vesicul/o, vesicular little bladder or sac of fluid, blister, vesicle, small, saclike bodies

vesicular breathing sounds, also rales rhonchi, wheezes, crackling, bronchial

vestibul/o vestibule

viable capable of living

vibration massage with a light, rhythmic motion

vill/o finger-like projections, hairy tuft

villus, villi short projections of cell membrane

vir/o virus

viral pertaining to a virus

virus infectious agent; Epstein-Barr, Brunhilde, West Nile, Powassan, Mengo

viscer/o organ in a cavity, especially the abdomen

viscera organ

visceral relating to membrane that covers organs

viscogel a gel that when melted has high viscosity

viscus organ, density of a fluid

vit/o living, alive

vitiligo pigmentary anomaly of skin

vitre/o vitreous humor of the eye

VMA vanillylmandelic acid

volar relating to the palm of the hand or sole of the foot

Volkman canals small channels in bone that transmit blood vessels

Volkman contracture ischemic contracture of an extremity

/voltage electrical energy

volunt/o, voluntary by choice or by will, control by choice or will

volvul/o volvulus

voyeurism act of watching unsuspecting people who are engaging in sexual activity

VP shunt ventriculoperitoneal shunt

VP-16 antineoplastic

VSD ventricular septal defect

vulv/o vulva, female external genitalia

W

W-70 a dressing

wbc, WBC white blood cell, white blood count

WCC well-child care

wedge resection removal of a wedge of tissue

well demarcated a clear outline

well healed description used in examination

well nourished, well developed WNWD, properly fed, proper development, growth; hyphenated only if followed by noun

wheal elevated area on body

wheezes breathing sounds, also rales, rhonchi, crackling, bronchial, vesicular

Witzel jejunostomy a method for placement of the jejunostomy tube

Witzel tunnel a method for placement of the jejunostomy tube

WNWD well nourished, well developed; properly fed, proper development, growth; hyphenated only if followed by noun

Wood light ultraviolet light to check for microsporium infection

wound injury to body tissues

Wright stain stain used to identify blood corpuscles

X

Xanax antianxiety agent

xanth/o yellow

xanthogranulomatous relating to a tumor having the histologic characteristics of both granuloma and xanthoma

Xeroform gauze sterile wound dressing

xiphoid shaped like a sword

x-ray studies barium enema, EU (excretory urogram), IVP (intravenous pyelogram), IVU (intravenous urogram), nuclear bone scan, plain film (flat plate), plain film bone survey, retrograde urethrocytogram or voiding cystourethrogram (VCUG), small bowel follow-through, supine abdomen, supine and decubitus plain film, supine and upright plain film, upper GI series

Xylocaine analgesic, antiarrhythmic

Y

/y (noun) process of

/yl alcohol

YO years old

Z

Zantac used to treat ulcers

Zephiran topical antibacterial

ZnO2 zinc oxide

zo/o animal

Z-plasty plastic operation for relaxation of contractures

zyg/o zygoma bone

zygomatic/o junction

zygot/o zygote

