



# The Medical Transcription Career Handbook

*Keith A. Drake*

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# The Medical Transcription Career Handbook

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## **The Medical Transcription Career Handbook** Keith A. Drake

Helping users land that first job and build a successful career in medical transcription, this essential handbook offers practical guidelines and tips in job search strategies, career development, opportunities for advancement, and much more. Presents effective job hunting skills, with in-depth chapters on the job search process and preparing your resume. Shares inside tricks-of-the-trade, and provides a full chapter on home-based transcription that includes discussions on developing independent business skills (such as sales), marketing, tax and records. Explores internet skills for medical transcriptionists, job hunting, and medical researching on the web. Enriches material with numerous case studies and includes many web-site addresses for further exploration.

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