

## Ellen Drake, CMT, FAAMT

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### **Education:**

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

### **Employment:**

*Development Editor, Health Professions Institute, Modesto, California.*

January 2007 to Present, June 2002 to November 2005, May 1993 to May 1995;  
Supervisor: Sally Pitman, owner. My duties include selecting and editing dictation for new training units in *The SUM Program for Medical Transcription Training*, editing transcript keys, and writing or selecting educational materials to accompany the new units; extensive research in medical journals and on the Internet; writing and editing for *Perspectives on the Medical Transcription Profession*; editing textbooks and writing end-of-chapter questions, test questions, and applications activities. During my first tenure with HPI, I served as Director of Education and developed and presented many seminars for MT Educators.

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

June 1995 to 2006; January 1990 to May 1993. From 1995 to 2006, I was as an adjunct professor, teaching medical terminology, disease processes, pharmacology, medical grammar and style, and medical transcription practice. From 1990 to 1993, although only an adjunct professor at SCC, I was responsible for managing the MT program including expanding and redesigning the curriculum, hiring, supervising other adjunct instructors, budgeting, ordering materials, and developing the class schedules, as well as teaching medical transcription and medical terminology. During my tenure as program director, we underwent a SACS accreditation review.

*Director of Education and Credentialing, AAMT, Modesto, California.*

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

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

April 1997 to November 1997. In this position, I supervised the 10 members of the Atlanta and Phoenix Training & Quality Improvement departments, revised quality standards and procedures, and improved the in-house training program. TQ was purchased by Rodeer, who eliminated many management positions, including mine.

**Additional employment experience includes:**

Owner, Ellen Drake, CMT, Transcription Service, Orlando, 1984–1990.  
 Transcriptionist, Florida Hospital, 1978–1984 and 1990–1993.  
 Transcriptionist, Medical Record Services, Orlando, 1974–1978.  
 English Teacher, Seminole County Schools, 1973–1978.  
 Transcriptionist, Winter Park Memorial Hospital, 1971–1972.  
 Receptionist and MT, Radiology, St. Joseph's Hospital, Tampa, 1969–1971.

**Professional Affiliation:**

American Association for Medical Transcription (AAMT), 2009-2011 HOD delegate;  
 Organizing Co-chair, Educators Alliance, 2004-2005; Educators Alliance Steering Committee, 2006-June 2007; AAMT Journal Review Board, 1987–1988; AAMT Model Curriculum for Medical Transcription Committee, 1988.  
 Certified by exam 1985 and again passed AAMT's 2-part written and transcription certification exam 1994 and 2006.  
 American Medical Writers Association, member 2000-present.  
 American Health Information Management Association 2004 to present.  
 Georgia Association for Medical Transcription, member 2001–2005.  
 Florida Association for Medical Transcription (FAMT): Delegate 2009-2011; Education chair 2009; Delegate 1987–1989. Committees: Scholarship, Chair 1991; Education, Chair 1987–1989; Bylaws Chair 1988.  
 Central Florida Chapter—AAMT: Membership Chair 2005; Bylaws Committee Chair 1987; President 1986; Newsletter Editor 1985, 1980; Vice-President 1980.  
 ASTM International member 2004–Present.  
 Medical Transcription Industry Alliance (MTIA) member 1999–2004.  
 Volusia Community College Allied Health Advisory Committee member 1988.  
 Seminole Community College MT Program Advisory Committee Chair 1986–1987.

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

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

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

*The Sloane Medical Word Book*, 4th ed., co-author (with Sheila Sloane, deceased, author of first three editions). Fifth edition currently in revision.

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

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

**Publisher: Health Professions Institute, Modesto, California**

*Interpreting ESL Medical Dictation* 1<sup>st</sup> ed., 2007, (author).

*Interpreting Radiology and Imaging Dictation*, 1<sup>st</sup> ed., 2008 (author).

*Interpreting Anatomic Pathology Dictation*, 1<sup>st</sup> ed., 2009 (author).  
*The SUM Program Beginning Medical Transcription Unit*, 2<sup>nd</sup> ed., 2005 (contributor & editor)  
*The SUM Program Surgical Transcription Unit*, 2003 (contributor & editor)  
*The Medical Transcription Workbook* (wrote style section, helped revise 2<sup>nd</sup> ed.).  
*Module 4: Medical Transcription*, developed for the AHIMA Accredited Records Technician home study course; co-author (with Linda Campbell).  
*Medical Transcription for Health Information Managers*, a tape course, co-author (with Linda Campbell).  
*Cardiovascular and Thoracic Words and Phrases*, research and editing for 2nd & 3rd eds.  
*Orthopedic Words and Phrases*, research and editing for 2nd ed  
*Current Medical Terminology*, research and editing for 5th, 9th, 10th, & 11th eds.  
*H&P: A Nonphysician's Guide to the History and Physical Examination* by John H. Dirckx, M.D.; edited and wrote end-of-chapter questions; developed listening exercises for 2nd ed.  
*Laboratory Tests and Diagnostic Procedures in Medicine* by John H. Dirckx, M.D., edited and wrote end-of-chapter questions.

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

*Medical Transcription Fundamentals and Practices* textbook and transcription course, 1st & 3rd editions, contributor and editor; author of the accompanying *Teacher's Manual*.

**Publisher: FA Davis**

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

**Articles:**

***For the Record***

"Why Certify," August 15, 2005.

***Advance for Health Information Management***

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

***Plexus***

"Interpreting ESL Dictation," January 2009, Vol. 5, No 1.

"Teaching Professionalism and Ethics," January 2006, Vol. 2, No. 1

***Journal of AAMT:***

"Hyphens," Spring 1989

"Affect and Effect," Winter 1987

"Para Explained (?)," Summer 1987

***Perspectives on the Medical Transcription Profession:***

"Interpreting Medical Dictation," Winter 2008.

"A Quick Primer on Hyphens," Spring 2008.

"Learning Punctuation Through Pattern Recognition, Complex Sentences" Winter 2007.

"Teaching Disease Processes," Summer 2005.

"A Brief Comma Review and Quiz," Summer 2005.

"Learning Punctuation Through Pattern Recognition, Compound Sentences" Spring 2004.

"Why Leaders Fail," Summer 2003.

"Bold New Idea—The QA to Production Pathway," Fall 2001.

"Using Storytelling to Teach and Learn Medical Terminology," Winter 2001.

- “Evaluating Medical Transcriptionists,” Summer 1998.
- “Developing a Weekend Curriculum,” Winter 1996–97.
- “Foreign Accents Revisited,” (with Susan Dooley), Winter 1995–96.
- “Planning a Curriculum, One-, Two-, and Three-Semester Programs,” Fall 1995.
- “Planning a Curriculum,” Summer 1995.
- “What You Get When You Mix Politics and Grammar,” Fall 1994.
- “A Conversation with Vera Pyle,” Summer 1994.
- “Editing: Rediscovering the Dialogue,” Spring 1994.
- “Managing Risks with the MT Team,” Winter 1994–95.
- “The Master Teacher,” Fall 1994.
- “Starting Your Own Business—A Video Course,” Winter 1993–94.
- “To Copy or Not to Copy—Using Copyrighted Material,” Winter 1993–94.
- “Free Advice is Priceless: Advisory Committees,” Fall 1993.
- “Practicums: Giving Students a Taste of Real Life,” Fall 1993.
- “Teaching Professionalism and Ethics,” Spring–Summer 1993.
- “Teaching Medical Terminology,” Winter 1992.

*AAMT Annotated Bibliography*, Contributor of book review, 1981.

**Activities:**

***Presentations and Workshops:***

- “Interpreting Difficult Dictation,” Capital Chapter, TX, October 2008.
- “Deciphering Difficult Dictation,” Gray’s Harbor Hospital, Aberdeen, WA, Oct. 2008.
- “Interpreting ESL Medical Dictation,” AHDI Webinar, June 2008.
- “Critical Thinking for MTs,” CFC-AHDI Spring Symposium, March 2008.
- “Teaching Medical Terminology,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.
- “Teaching Critical Thinking Across the Curriculum,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.
- “Teaching Medical Transcription,” Allied Health Educators Workshop, Prentice-Hall, Harrisburg, PA.
- Grammar & Style Workshop, AHDI-PA, October 2007.
- “Decision-making in Medical Transcription,” AHDI-PA, October 2007.
- “Medication Madness—What’s New in Drugs,” AHDI-PA, October 2007.
- “Interpreting ESL Medical Dictation,” Pinnacle Health, Harrisburg, PA), October 2007.
- “Internet Research Skills,” Lancaster General Hospital, Lancaster, PA, October 2007.
- “Credentials—The Mark of a Professional,” Lancaster General Hospital, Lancaster, PA, October 2007.
- “Assessing Higher Order Learning,” (with Georgia Green, CMT) AHIMA Assembly on Education, July 2007.
- “Advanced Research Skills” AAMT webinar (with Georgia Green), April 2007.
- “Medicine Madness,” TCC-AAMT, September 2006.
- “Advanced Research Skills” AAMT webinar (with Georgia Green), August 2006.
- “Name-Change Town Hall Meeting”, Facilitator, Tennessee State Meeting, July 2006.
- “Decision-Making in Medical Transcription,” CAMT, March 2006.
- “Teach Your Students How to Learn, Not What to Learn,” (with Georgia Green) AHIMA Assembly on Education, June 2006.
- “MT Education from an AAMT Perspective,” AHIMA Assembly on Education, June 2006.
- “Hot Topics,” AAMT, ACE, August 2006.

“Development of the CMT Exam,” Performance Testing Council Summit, January 2006.  
 “Critical Thinking for MTs,” Washington Assn for Medical Transcription, October 2005.  
 “Back to the Future” Keynote address, Washington Assn for MT, October 2005.  
 “Why Certify?” Greater Jacksonville Chapter—AAMT, October 2005.  
 “Decision-Making in Medical Transcription,” CFC—AAMT Summer Symposium, June 2005.  
 “MT Skills No Textbook Teaches,” AAMT Annual Meeting, August 2004.  
 “Developing a Quality Improvement Department,” MTIA Annual Meeting, April 2003.  
 Grammar Workshop. CAMT Annual Meeting, March 2003.  
 “Medicine Update—Drugs and Surgery,” Heart of California Chapter, November 2002.  
 “Using Storytelling to Teach Medical Terminology,” HPI/Prentice Hall Teacher Education & Networking Seminar, August 2001.  
 Grammar Workshop, FAMT Annual Meeting, May 2001.  
 “Transitioning New MTs into the Workplace,” MTIA Annual Meeting, April 2001.  
 “Alternative & Homeopathic Medicine,” Treasure Coast Chapter, October 2000.  
 “Innovations in Medicine—Genetics,” Georgia (GAMT) Annual Meeting, March 2000.  
 “Editing the Medical Document Without Pulling Out Your Hair,” White Sands Chapter Fall Seminar, September 1999.  
 “Herbals & Homeopathic Medicine,” FAMT, April 1999.  
 “Maximizing Off-Site Medical Transcription,” MTIA, April 1999.  
 “Update in Pharmacology & Herbal Medicine,” Central Florida Chapter, September 1998.  
 “Teaching Disease Processes,” AAMT Annual Meeting, August 1998.  
 “Update in Medicine & Surgery,” Florida West Coast Chapter, June 1998  
 “The Selection Process for MTs,” MTIA Annual Meeting, May 1998.  
 “Update in Medicine & Surgery,” FAMT Annual Meeting, April 1998.  
 “Innovations in Surgery and Medicine,” Treasure Coast Chapter, October 1996.  
 “The Master Teacher,” and “Teaching MAs Medical Transcription,” California Association of Medical Assisting Instructors, October 1995.  
 “Grammar & Punctuation Review,” CAMT Annual Meeting, March 1994.  
 “English Language for Today’s Student,” Second Annual Sue Covell Educators Conference, AAMT, 1993.  
 “Pharmacology,” Back to Basics Symposium, FAMT, 1993.  
*Grammar & Punctuation* Video Facilitator, Heart of Florida Chapter, 1993.  
*Grammar & Punctuation* Video Facilitator, Central Florida Chapter, 1991.  
*Transcription Practices* Video Facilitator, FAMT Convention, 1989.  
 Grammar Workshop, Treasure Coast Chapter AAMT, 1989.  
 Grammar Workshop, North Central Florida Chapter, 1989.  
 Grammar & Style Workshop Co-presenter, FAMT Convention, 1988.  
 Grammar Workshop, Greater Jacksonville Chapter, 1988.  
 Grammar Workshop, AAMT Annual Meeting, 1988.  
 Grammar Workshop, Central Florida Chapter, 1987.  
 Newsletter Workshop, Co-Presenter with husband Randy, AAMT Annual Meeting, 1987.  
 Grammar & Style Panel, Co-presenter, Treasure Coast Chapter, 1986.

#### **Other Activities:**

MT Chat Grammar Forum moderator (at MTDesk.com) 2004–2005.

#### **Awards:**

**Educator of the Year, AHDI, 2008.**

Ten-year anniversary certificate, 1994, AAMT.