

MEDICAL CAPITALIZATION

1

Capitalize the **first letter of the first word** of a direct quotation involving a complete sentence, and capitalize the **first letter of the first word** in the **first portion** only of a quotation that is separated mid-sentence.

She dictated, "The medication is to be taken p.r.n."
 "There are more patients in the waiting room," the clerk stated.
 "Because of fee capitation," the chairperson said, "we will no doubt suffer major financial cutbacks."

2

Capitalize the **first letter** of a complete parenthetical sentence that stands alone. **DO NOT** capitalize sentence contained within a sentence.

The treatment plans are being finalized. (He should get a copy by today.)
 Her physician attended the conference (although he did not speak).

3

Capitalize the **first letter** of salutation and complimentary closes of letters and correspondences.

Dear Dr. Marcus: Sincerely yours,

4

Capitalize only the **first letter** of the word following periods when listing components of body systems in the Review of System or the Physical Examination.

Eyes: Clear. Pupils equal, round and reactive to light and accommodation.
 Fundi normal; conjunctivae normal.
 Heart: Normal sinus rhythm.

5

Place a capitalized article, pronoun, or title before words that usually are not capitalized.

The pH was 7.6; however, the specific gravity was 1.001.
 The patient was hospitalized due to CHF.

8

Capitalize the **first letter** of the word following a colon only when the word stands alone or when the word begins a complete sentence. When a clause or phrase follows a colon that further explains, it is not necessary to capitalize the first word.

Genitourinary examination: Normal
 Family History: Noncontributory
 Past History: The patient had the usual childhood illnesses.
 The patient had the following complaints: nausea, diplopia, and two glaucoma surgeries.

9

Capitalize trade names or brand names. Lowercase generic names.

The discharge medications were: Tyazide, aspirin, Tylenol, erythromycin, and Mealex.

10

Capitalize **eponyms**; but do not capitalize the adjectives, prefixes, and common nouns that accompany them. Also, do not capitalize the nouns, adjectives, and verbs derived from eponyms.

Parkinson's disease non-Hodgkin's lymphoma
 diabetes mellitus

6

Capitalize the **first letter** of formal names of races, nationalities, and languages. **DO NOT** capitalize informal descriptions of race by color.

The patient was a Caucasian female who spoke German fluently.
 He was a soft-spoken black male, who was in no acute distress.

7

Capitalize the **first letter** of the first word of a genus/species name followed by a family name. If not followed by a family name, it may be lowercase. (Note: Always lowercase family name.)

Clostridium tetani
 The diagnosis of the physician is candida.

Quick Quiz

Choose the option that corrects an error in the underlined portion(s). If no error exists, choose "No change is necessary."

11

Lowercase the words stage, type, grade, level, phase, and class.

chronic kidney disease stage 5
 type II open fracture
 complex regional pain syndrome stage I



12

Capitalize names of specially designated rooms only. Lowercase room number.

The patient will be seen in 3 weeks in Dr. Smith's Limb Deficiency Clinic.

He left the operating room in stable condition.

The patient is in room 14B.

13

Capitalize department names that is referred as an entity.

The report from Pathology indicates that the tumor is benign.

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