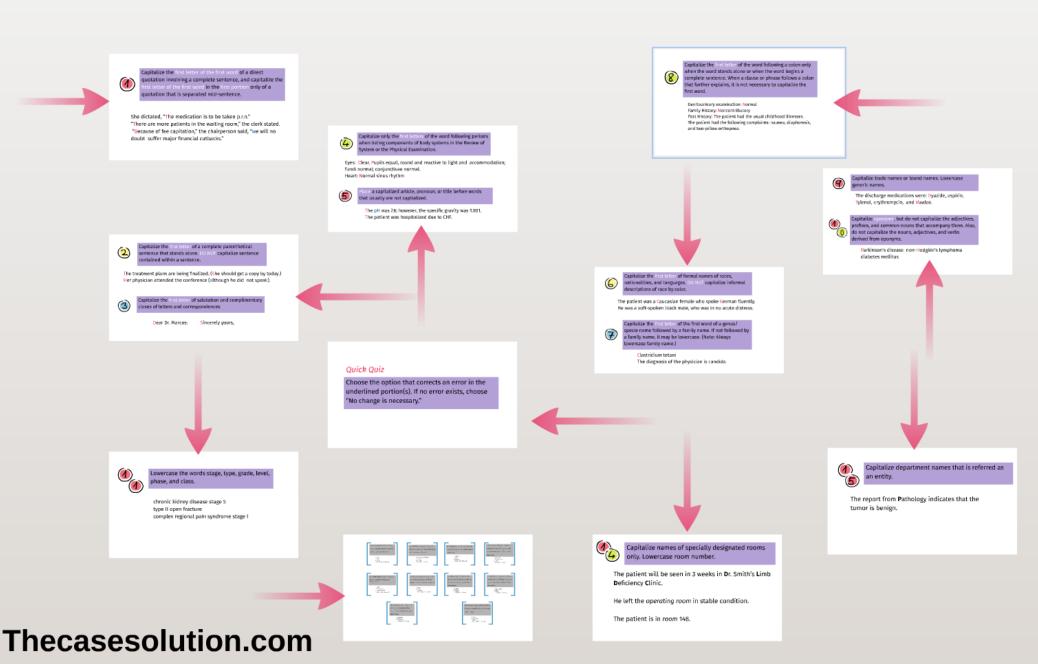
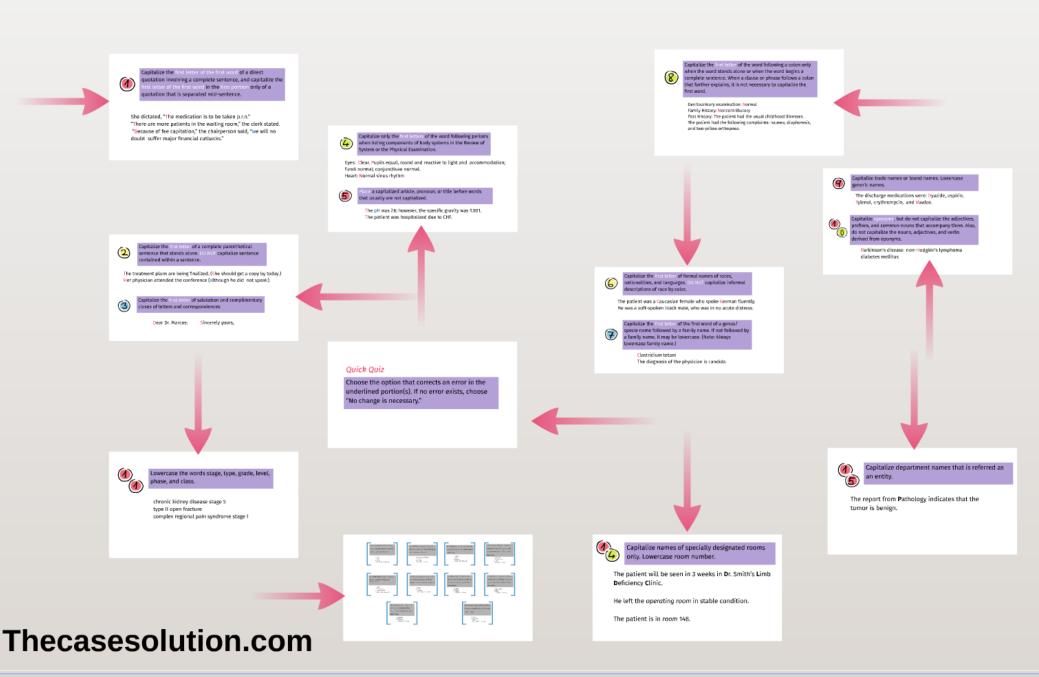
MEDICAL CAPITALIZATION



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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."



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. (She should get a copy by today.) Her physician attended the conference (although he did not speak).



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

Dear Dr. Marcus: Sincerely yours,



Capitalize only the first letters 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



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.



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.



Capitalize the first letter of the first word of a genus/ specie 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.



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, diaphoresis,

and two-pillow orthopnea.



Capitalize trade names or brand names. Lowercase generic names.

The discharge medications were: Dyazide, aspirin, Tylenol, erythromycin, and Maalox.



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