Medical Transcription Program Overview

The Medical Transcription program prepares the student for entry-level employment as a medical transcriptionist. It discusses the fundamentals of medical transcription, the medical transcription profession, the practice of medical transcription including disease processes, medical terminology, and pharmacology, English usage, and written communication. It provides transcription practice and instruction on how to find employment as a medical transcriptionist.

Program Objectives

- To identify common learning strategies
- To identify and describe common healthcare and medical reports
- To explain the purpose and describe the components of a healthcare record
- To demonstrate knowledge of guidelines for grammar, punctuation, editing, and transcription
- To identify and define common medical prefixes, suffixes, and roots
- To identify common diseases, diagnostic and surgical procedures, laboratory tests, and drugs used to treat disorders and diseases related to dermatology, cardiology, pulmonary medicine, endocrinology, orthopedics, urology, gastroenterology, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology
- To demonstrate knowledge of proper business etiquette
- To define and explain the importance of medical ethics
- To explain the difference between a healthcare record and a medical report
- To describe the process for writing effective resumes and cover-letters
- To describe how to proactively search for work as a medical transcriptionist
Program Outline

Unit I: Blackstone’s Skills for Success
   Chapter 1: Discover How You Learn
   Chapter 2: Find a Place to Study
   Chapter 3: Learn How to Study

Unit II: Introduction to Computers, Keyboarding, and Office Technology
   Chapter 1: Introduction to Computers
   Chapter 2: Keyboarding
   Chapter 3: The Internet
   Chapter 4: Other Types of Office Technology

Unit III: Anatomy and Medical Terminology 1: An Introduction
   Chapter 1: Basic Elements of Medical Terms
   Chapter 2: Prefixes
   Chapter 3: Roots and Suffixes
   Chapter 4: Body Structure

Unit IV: Anatomy and Medical Terminology 2
   Chapter 5: The Skeletal System
   Chapter 6: The Muscular System
   Chapter 7: The Integumentary System
   Chapter 8: The Respiratory System

Unit V: English Usage and Written Communication
   Chapter 1: Parts of Speech
   Chapter 2: Parts of a Sentence
   Chapter 3: Pronouns, Verbs, and Agreement
   Chapter 4: Sentence Types and Punctuation
   Chapter 5: Written Communications
Unit VI: Time & Stress Management

Chapter 1: LifeTime Patterns (Values)
Chapter 2: The Power of LifeTime Habits
Chapter 3: Goals, Objectives, and Outcomes
Chapter 4: Choosing Your Priorities
Chapter 5: Planning and Scheduling Activities
Chapter 6: Interruptions, the #1 TimeThief
Chapter 7: TimeLogs
Chapter 8: TimeTips
Chapter 9: Self-Esteem and Time Management
Chapter 10: Stress Management

Unit VII: Anatomy and Medical Terminology 3

Chapter 9: The Cardiovascular System
Chapter 10: The Urinary System
Chapter 11: The Digestive System
Chapter 12: The Nervous System

Unit VIII: Anatomy and Medical Terminology 4

Chapter 13: The Endocrine System
Chapter 14: Eyes and Ears
Chapter 15: Blood, Lymphatic, and Immune Systems
Chapter 16: The Reproductive System

Unit IX: Introduction to Pharmacology

Chapter 1: Consumer Safety and Drug Relations
Chapter 2: Drug Names and References
Chapter 3: Sources and Bodily Effects of Drugs
Chapter 4: Medication Preparations and Supplies
Chapter 5: Abbreviations and Systems of Measurement
Unit X: Critical Thinking Skills
   Chapter 1: Introduction to Critical Thinking and the PANIC Method
   Chapter 2: Inference and Judgment
   Chapter 3: Metacognition
   Chapter 4: Forming Strong Conclusions through Predicting
   Chapter 5: Rhetorical Strategies
   Chapter 6: Critical Theories
   Chapter 7: Deductive Reasoning
   Chapter 8: Emotional Intelligence and Critical Thinking

Unit XI: Fundamentals of Medical Transcription
   Chapter 1: Medical Fundamentals
   Chapter 2: Perspectives on Medical Transcription
   Chapter 3: Style Guide

Unit XII: Disease Processes and Transcription Practice 1
   Chapter 4: Dermatology
   Chapter 5: Otorhinolaryngology
   Chapter 6: Ophthalmology

Unit XIII: Disease Processes and Transcription Practice 2
   Chapter 7: Pulmonary Medicine
   Chapter 8: Cardiology and Hematology
   Chapter 9: Gastroenterology
   Chapter 10: Endocrinology

Unit XIV: Professional Development and Medicolegal Ethics
   Chapter 1: Professional Development
   Chapter 2: Medicolegal Ethics
   Chapter 3: HIPAA for the Allied Healthcare Worker
Unit XV: Disease Processes and Transcription Practice 3
  Chapter 11: Urology and Nephrology
  Chapter 12: Obstetrics and Gynecology
  Chapter 13: Orthopedics

Unit XVI: Disease Processes and Transcription Practice 4
  Chapter 14: Neurology
  Chapter 15: Psychiatry
  Chapter 16: Pathology
  Chapter 17: Radiology

Unit XVII: Creating an Effective Workplace Environment
  Chapter 1: Aspects of a Positive Workplace Environment
  Chapter 2: Communication
  Chapter 3: Diversity in the Workplace
  Chapter 4: Team Building

Unit XVIII: How to Find a Job in Healthcare
  Chapter 1: Job Search Correspondence
  Chapter 2: The Job Search
  Chapter 3: Job Interviews