



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