Medical Transcription Fundamentals Course Outline

Unit 1: 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 2: 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 3: Fundamentals of Medical Transcription
   Chapter 1: Healthcare Documentation Profession
   Chapter 2: The Healthcare Record
   Chapter 3: Healthcare Documentation Technology
   Chapter 4: Medical Transcription Practices
   Chapter 5: Perspectives on Style

Unit 4: Disease Processes and Transcription Practice 1
   Chapter 6: Psychiatry
   Chapter 7: Dermatology
   Chapter 8: Family Medicine
   Chapter 9: Internal Medicine
Unit 5: Disease Processes and Transcription Practice 2

Chapter 10: Pulmonary Medicine
Chapter 11: Ophthalmology
Chapter 12: Cardiology

Unit 6: Disease Processes and Transcription Practice 3

Chapter 13: Urology and Nephrology
Chapter 14: Obstetrics and Gynecology
Chapter 15: Gastroenterology
Chapter 16: Orthopedics

Unit 7: Disease Processes and Transcription Practice 4

Chapter 17: Neurology
Chapter 18: Diagnostic Imaging
Chapter 19: Pathology
Chapter 20: Professional Issues