

Medical Transcription

PROGRAM SYLLABUS



YOUR Program Overview

IN BRIEF

The Medical Transcription Program discusses the fundamentals of medical transcription, the medical transcription profession, and the practice of medical transcription including disease processes and medical terminology, English usage, and written communication. It provides 10 hours of authentic physician dictation and instruction on how to find employment as a medical transcriptionist. This 18-unit program prepares students for entry-level employment as a medical transcriptionist by teaching the skills necessary to explore opportunities for working from home or in a medical facility.

Unit 1 Blackstone's Skills for Success

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson.

Blackstone Typing Tutor

(accessible through the Online Student Center)

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Lesson 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

Unit 3 Anatomy and Medical Terminology 1: An Introduction

This lesson begins your study of medical terminology. The lesson explains how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms.

Unit 4 Anatomy and Medical Terminology 2

In this lesson, you will study four of the body systems—skeletal, muscular, integumentary (skin), and respiratory—and the relevant medical terms and abbreviations, as well as common injuries and diseases.

Unit 5 English Usage and Written Communication

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

Unit 6 Time and Stress Management

This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.

Unit 7 Anatomy and Medical Terminology 3

This lesson covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, including the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.

Unit 8 Anatomy and Medical Terminology 4

This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

Unit 9 Introduction to Pharmacology

In Lesson 9, you will learn about pharmacology. This lesson covers consumer safety and drug regulations, drug laws, the FDA, DEA, and laws affecting healthcare workers. Also, drug names and references are discussed, along with drug classifications, legal terms, terms indicating drug actions, and drug cards. Drug sources and bodily effects of drugs will be explored as well as the way drugs are processed by the body. You will be introduced to medication preparation and supplies, standard drug forms and supplies, abbreviations, and systems of measurement.

Essentials of Pharmacology for Health Occupations

Unit 10 Critical Thinking Skills

This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

Unit 11 Fundamentals of Medical Transcription

Lesson 11 begins your study of the medical transcription profession. You will learn about the medical report and the healthcare record. Technology in the workplace, references, and work environments will be explored, along with laboratory tests and pharmacology. You will read about ethics and professionalism, as well as gain some tips on transcribing foreign accents. Important information about job searching, employment enigmas, and avoiding work-related injuries is next. Enjoy the humorous bloopers located in this section. The style guide is also an essential part of this lesson.

Healthcare Documentation: Fundamentals and Practice
Foot Pedal

Subscription to Benchmark KB

Unit 12 Disease Processes and Transcription 1

Lesson 12 begins your transcription practice exercises. This lesson focuses on dermatology, otorhinolaryngology, and ophthalmology. Each chapter includes a section about the anatomy of the specialty area, common diseases associated with that specialty area, a terminology review, and a medical reading. Transcription practice is offered through the Pearson online portal.

Unit 13 Disease Processes and Transcription 2

In Lesson 13, you will continue your study and practice of transcription. This unit covers pulmonary medicine, cardiology and hematology, gastroenterology, and endocrinology. Each chapter includes a section about the anatomy of the specialty area, common diseases associated with that specialty area, a terminology review, and a medical reading.

Unit 14 Professional Development and Medicolegal Ethics

In Lesson 14, you will read about professional development and medicolegal ethics. Attitude, self esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, deidentified information, and work area security.

Unit 15 Disease Processes and Transcription 3

In Lesson 15, you will continue your study and practice of transcription. This unit covers obstetrics and gynecology, urology, nephrology, and orthopedics. Each chapter includes a section about the anatomy of the specialty area, common diseases associated with that specialty area, a terminology review, and a medical reading.

Unit 16 Disease Processes and Transcription 4

In Lesson 16, you will continue your study and practice of transcription. This unit covers neurology, psychiatry, pathology, and radiology. Each chapter includes a section about the anatomy of the specialty area, common diseases associated with that specialty area, a terminology review, and a medical reading.

Unit 17 Creating an Effective Workplace Environment

Lesson 17 provides an overview of successful workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome barriers caused by diversity. Finally, this lesson will explore team building strategies.

Unit 18 How to Find a Job in Healthcare

Lesson 18 focuses on finding a job in the healthcare field. Learn about job search correspondence such as writing resumes and cover letters, and how to conduct a job search including networking, online searches, and proactive job search techniques. You will learn how to prepare for an interview, including what to wear, what to expect, common questions that you might be asked, questions that you should ask, and how to follow up after an interview.

What you receive with your program

Your program consists of eighteen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.

Healthcare Documentation: Fundamentals and Practice

by Pearson Prentice Hall

This textbook offers the latest in medical readings written by actual physicians. It includes articles about the profession written by medical transcriptionists working in the industry, challenging exercises and learning tools, and authentic physician dictation. You will receive this text with Study Unit 11.

Essentials of Pharmacology for Health Occupations

by Ruth Woodrow, Cengage Learning

This e-book introduces you to pharmacological terminology; common drug classes, forms, dosages and routes of administration; abbreviations and symbols; and systems of measurement. You will receive this text with Study Unit 8.

Benchmark KB

This online resource will be invaluable to increasing the accuracy and productivity of your transcription practice. Your 15-month subscription includes access to the AHDI Book of Style; Quick Look Drug Book; Acronyms & Symbols; Normal Lab Values; and Stedman's Medical & Surgical Equipment Words, Medical Dictionary, Medical Speller and Medical Terms & Phrases. You also get a 15-month associate membership with the Association for Healthcare Documentation Integrity, the professional association for medical transcriptionists. You will receive access to this resource with Study Unit 11.

Blackstone Typing Tutor

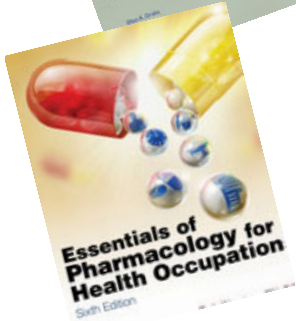
Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire program, you will receive an official transcript and a diploma. A copy of your transcript will be on permanent file and available at a nominal fee.



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