



Medical Transcription Fundamentals

COURSE BROCHURE & SYLLABUS

Harness the power of online education to get the promotion you really want, keep your skill set current, or expand your job responsibilities! By reviewing this information, you have already taken that important first step toward a better future.

Blackstone Career Institute's online certificate courses enable you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Medical Transcription Fundamentals certificate, along with the skills and confidence necessary to achieve your professional development goals. Best of all, some employers will sponsor your training through tuition reimbursement programs.



Your Course Overview

Unit 1 Blackstone's Skills for Success

In this unit, 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. Learning strategies, along with note-taking and memory tricks, are also an important part of this unit.

Blackstone Typing Tutor (accessible through the Online Student Center)

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Unit 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. Basic keyboarding skills will be introduced. In this unit you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office telephones, different types of telephone calls, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.

Unit 3 Fundamentals of Medical Transcription

Unit 3 begins your study of the healthcare documentation profession. You will learn about the medical report and the healthcare record. Healthcare Documentation Technology including digital dictation and transcription and speech recognition will be explored. Transcription practice is offered along with transcription tips relating to typical problems you may encounter. The style guide is also an essential part of this unit.

Healthcare Documentation: Fundamentals and Practice Foot Pedal

Unit 4 Disease Processes and Transcription Practice 1

Unit 4 begins your transcription practice exercises. This unit focuses on psychiatry, dermatology, family medicine, and internal medicine. 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 in conjunction with this unit.

Unit 5 Disease Processes and Transcription Practice 2

In Unit 5, you will continue your study and practice of transcription. This unit covers pulmonary medicine, ophthalmology, and cardiology. 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 in conjunction with this unit.

Unit 6 Disease Processes and Transcription Practice 3

In Unit 6, you will continue your study and practice of transcription. This unit covers urology and nephrology, obstetrics and gynecology, gastroenterology, 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. Transcription practice is offered in conjunction with this unit.

Unit 7 Disease Processes and Transcription Practice 4

In Unit 7, you will conclude your study and practice of transcription. This unit covers neurology, diagnostic imaging, pathology, and professional issues. 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 included with this unit.



A Blackstone Education Provides ...

Superior Student Services

You are never alone when studying with Blackstone. Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Instant Grading

Immediate feedback is provided after submission of all exams and the keyboarding assignment. Know how you are doing after every step!

Ample Time

Students are permitted up to twelve months to complete one of our certificate courses. You can finish your online training quickly or take up to the full time allotted.

Affordable Tuition

The Medical Transcription Fundamentals Course tuition covers everything you need to complete your certificate course including your textbook, study guides and study units, foot pedal, exam evaluation services, access to the Online Student Center, and your certificate.

Financial Assistance

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are also available for financing your online training. Call Blackstone at 1-800-826-9228 to find out more today!

Online Student Center

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

Freedom and Flexibility

There are no fixed classes to attend, so you can study anytime, anywhere. Study guides are available online, wherever you are.

The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





Online!

Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

Best of All ...

No Additional Charge
this is part of your standard tuition!

System Requirements



Reliable Internet Connection



An Active E-mail Account



Speakers/Working Sound System



Printer



**Most recent version of a web browser such as
Microsoft Internet Explorer, Mozilla Firefox, or
Google Chrome**



Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by G.I. Jobs magazine as a Military-Friendly School



www.blackstone.edu
610.871.0031 • 800.826.9228
info@blackstone.edu

P.O. Box 3717
Allentown, PA 18106