



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