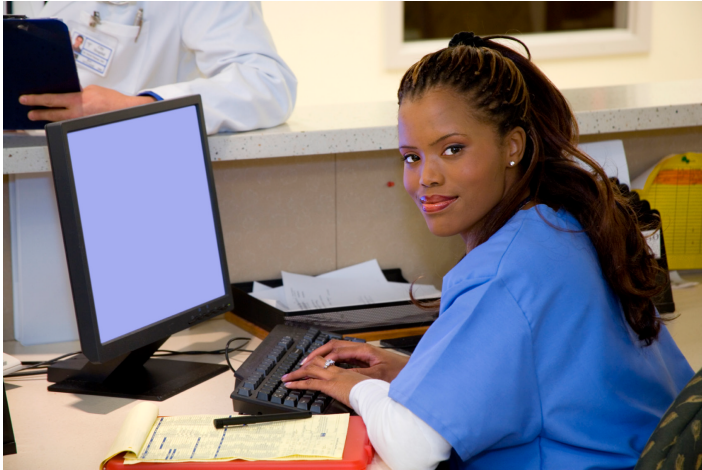


Medical Transcription Fundamentals

COURSE BROCHURE



YOUR Course Overview

IN BRIEF

Blackstone Career Institute's online certificate courses enables 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. Additionally, some employers will sponsor your training through tuition reimbursement programs.

Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn best as well as your learning style by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be covered 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 lesson.

Blackstone Typing Tutor (accessible through the Online Student Center)

Unit 2 Introduction to Computers, Keyboarding and Office Technology

Unit 2 offers information on 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 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

Unit 4 introduces your transcription practice exercises. This unit focuses on psychiatry, dermatology, family medicine, and internal medicine. Each chapter relates to 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

In Unit 5, you will build on your study and practice of transcription on the topics of pulmonary medicine, ophthalmology, and cardiology. Each chapter includes more sections about the anatomy of the specialty area, a terminology review, and a medical reading. Transcription practice is offered in conjunction with this unit.

Unit 6 Disease Processes and Transcription

In Unit 6, you will continue building your study and practice of transcription between urology and nephrology, obstetrics and gynecology, gastroenterology, and orthopedics. Each chapter includes further detailed sections 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

Concluding 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.

What you receive with your course

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

Healthcare Documentation: Fundamentals and Practice

by E. Drake, J. Dirckx, & S. Pittman

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.

Foot Pedal



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 course, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.

