

# Medical Transcription



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.



# The Medical Transcription program prepares students for entry-level employment as a Medical Transcriptionist

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There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor Patricia, please email [instructor@blackstone.edu](mailto:instructor@blackstone.edu). Any general questions, please email [info@blackstone.edu](mailto:info@blackstone.edu).

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.

The program is broken down into 18 study units.  
All course material is included in your tuition.

- **Unit 1** - Blackstone's Skills for Success pg. 1
- **Unit 2** - Introduction to Computers, Keyboarding and Office Technology pg. 1
- **Unit 3** - Anatomy and Medical Terminology 1: An Introduction pg. 2
- **Unit 4** - Anatomy and Medical Terminology 2 pg. 2
- **Unit 5** - English Usage and Written Communication pg. 3
- **Unit 6** - Time and Stress Management pg. 3
- **Unit 7** - Anatomy and Medical Terminology 3 pg. 4
- **Unit 8** - Anatomy and Medical Terminology 4 pg. 4
- **Unit 9** - Introduction to Pharmacology pg. 5
- **Unit 10** - Critical Thinking Skills pg. 5
- **Unit 11** - Fundamentals of Medical Transcription pg. 6
- **Unit 12** - Disease Processes and Transcription 1 pg. 6
- **Unit 13** - Disease Processes and Transcription 2 pg. 7
- **Unit 14** - Professional Development and Medicolegal Ethics pg. 7
- **Unit 15** - Disease Processes and Transcription 3 pg. 8
- **Unit 16** - Disease Processes and Transcription 4 pg. 8
- **Unit 17** - Creating an Effective Workplace Environment pg. 9
- **Unit 18** - How to Find a Job in Healthcare pg. 9

Our graduates are eligible upon completion of their Medical Transcription course to sit for national certification through these organizations.



Graduates of Blackstone's Medical Transcription training program are qualified to sit for the Registered Healthcare Documentation Specialist (RHDS) exam, administered by the Association for Healthcare Documentation Integrity (AHDHI) and after gaining work experience the Certified Healthcare Documentation Specialist (CHDS) exam offered by the Association for Healthcare Documentation Integrity (AHDHI).

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Our online Medical Transcription Program is Nationally and Regionally Accredited through the DEAC and MSA.

It is important to check with the state licensing board or similar regulatory body in the state you plan to work in.

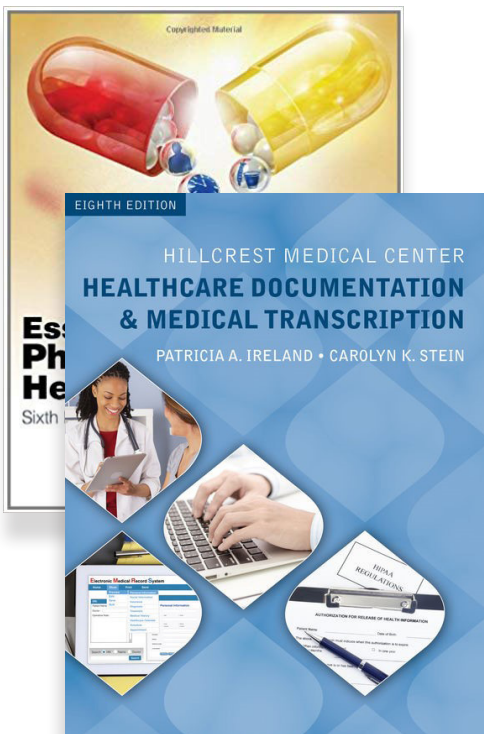




# What you receive with your program

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

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## *Healthcare Documentation & Medical Transcription*

This text offers a thorough guide to the medical transcription field. It includes articles written by medical transcriptionists working in the industry, challenging exercises and learning tools, and authentic physician dictation. Textbook: Hillcrest Medical Center: Healthcare Documentation and Medical Transcription | 8th Edition by Patricia A. Ireland/Carrie Stein (Author). ISBN: 9780357693865.

## *Essentials of Pharmacology for Health Occupations*

This e-book from Blackstone Career Institute introduces you to pharmacological terminology; common drug classes, forms, dosages and routes of administration; abbreviations and symbols; and systems of measurement. Textbook: Essentials of Pharmacology for Health Occupations, by Ruth Woodrow, Delmar Publishers. ISBN: 9780132988148.

# Program Goals & Objectives

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- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Define common medical prefixes, suffixes, and roots
- Identify common healthcare and medical reports
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe the purpose and components of a healthcare record
- Demonstrate knowledge of guidelines for grammar, punctuation, editing, and transcription
- Identify common diseases, diagnostic and surgical procedures, laboratory tests, and drugs used to treat disorders and diseases related to dermatology, cardiology, pulmonary medicine, endocrinology, orthopedics, urology, gastroenterology, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology
- Demonstrate knowledge of proper business etiquette
- Discuss the importance of medical ethics
- Perform accurate transcription from sample dictation
- Compose effective resumes and cover-letters
- Consider ways to proactively search for work as a medical transcriptionist



## Blackstone's Skills for Success

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## Unit 1

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. **You will receive access to the Blackstone Typing Tutor.**

## Introduction to Computers, Keyboarding and Office Technology

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## Unit 2

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.



## **Anatomy and Medical Terminology 1: An Introduction**

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## Unit 3

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.

## **Anatomy and Medical Terminology 2**

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## Unit 4

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..





## English Usage and Written Communication **Unit 5**

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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 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.

## Time and Stress Management **Unit 6**

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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.



## Anatomy and Medical Terminology 3

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## Unit 7

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.

## Anatomy and Medical Terminology 4

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## Unit 8

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.



## Introduction to Pharmacology

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## Unit 9

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. **You will receive access to the e-book: Essentials of Pharmacology for Health Occupations.**

## Critical Thinking Skills

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## Unit 10

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.



## Fundamentals of Medical Transcription

## Unit 11

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. **You will receive a subscription to Benchmark KB and the e-book: Healthcare Documentation: Fundamentals and Practice. You will also receive a Foot Pedal**

## Disease Processes and Transcription 1

## Unit 12

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.



## Disease Processes and Transcription 2

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## Unit 13

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.

## Professional Development and Medicolegal Ethics

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## Unit 14

In Lesson 17, 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.



## Disease Processes and Transcription 3

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## Unit 15

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.

## Disease Processes and Transcription 4

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## Unit 16

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.





## Creating an Effective Workplace Environment

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## Unit 17

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.

## How to Find a Job in Healthcare

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## Unit 18

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.