

Medical Transcription Fundamentals PROGRAM OUTLINE



PROGRAM OVERVIEW

The Medical Transcription Fundamentals course presents the fundamentals of medical transcription along with practical experience. The course also includes keyboarding skills to build typing speed and accuracy. The e-textbook: *Hillcrest Medical Center* covers body systems, as well as common diseases and procedures. This course also presents anatomy and medical vocabulary needed to accurately transcribe healthcare records.

PROGRAM OUTLINE

Unit I | Blackstone's Skills for Success

Unit II | Introduction to Computers, the Internet and Electronic Communication

Unit III | Fundamentals of Medical Transcription 1

Unit IV | Fundamentals of Medical Transcription 2

Unit V | Fundamentals of Medical Transcription 3

Unit VI | Fundamentals of Medical Transcription 4

Unit VII | Fundamentals of Medical Transcription 5

Blackstone's Skills for Success

UNIT I



Chapter 1: Discover How You Learn
Chapter 2: Find a Place to Study
Chapter 3: Learn How to Study

Introduction to Computers, the Internet and Electronic Communication

UNIT II

Chapter 1: Introduction to Computers
Chapter 2: The Internet
Chapter 3: Electronic Communication

Fundamentals of Medical Transcription 1

UNIT III



Chapter 1: Welcome to Hillcrest Medical Center
Chapter 2: Association for Healthcare Documentation
Integrity
Chapter 3: Understanding Medical Records

Fundamentals of Medical Transcription 2

UNIT IV

Chapter 4: Transcription Rules for Hillcrest Medical
Center and Quali-Care Clinic
Chapter 5: CMTips
Chapter 6: Report Formatting Guidelines

Fundamentals of Medical Transcription 3

UNIT V



Case Study 1: Reproductive System
Case Study 2: Gastrointestinal System
Case Study 3: Cardiopulmonary System
Case Study 4: Pediatric Neurology/Orthopedics Systems
Case Study 5: Psychology/Neurology System
Case Study 6: Reproductive System/Mammary Glands
Case Study 7: Orthopedics/Endocrine Systems
Case Study 8: Vascular/Renal Systems
Case Study 9: Musculoskeletal System
Case Study 10: Respiratory System

Fundamentals of Medical Transcription 4

UNIT VI

Chapter 7: Welcome to Quali-Care Clinic
Chapter 8: Chronic Care Reports

Fundamentals of Medical Transcription 5

UNIT VII



Chapter 9: Speech Recognition Editing & Common
Dictation Errors

PROGRAM OUTCOMES

Identify common learning strategies

Describe how computers, internet and electronic communication impact the workplace today

Describe the components of a healthcare record

Demonstrate knowledge of guidelines for grammar, punctuation, editing, and transcription

Perform accurate transcription from sample dictation

Identify common diseases, diagnostic and surgical procedures, laboratory tests and drugs used to treat disorders and diseases

Differentiate between a healthcare record and a medical report



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