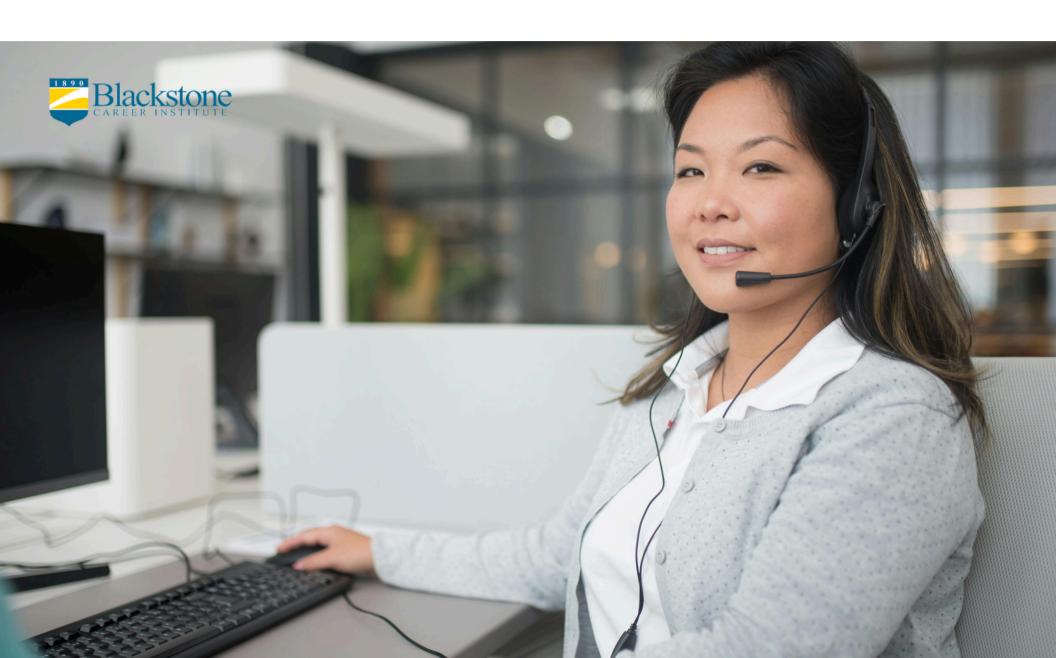
#### Medical Transcription Fundamentals PROGRAM OUTLINE



#### 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 | 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

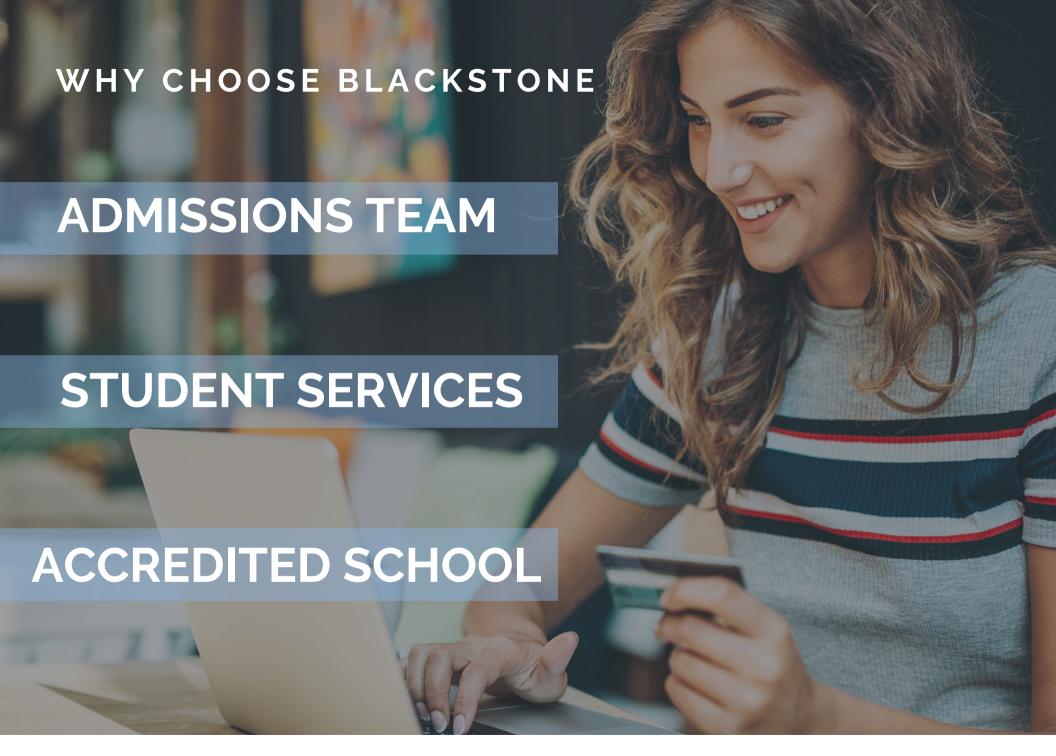
Describe the components of a healthcare record

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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