MEDICAL TRANSCRIPTION PROGRAM OUTLINE

Blackstone
CAREER INSTITUTE
1890

PROGRAM OVERVIEW

The Medical Transcription Program prepares the student for entry-level employment as a Medical Transcriptionist in a medical office, clinic, hospital, or home. It discusses the fundamentals of medical transcription; the medical transcription profession; the practice of medical transcription including disease processes, medical terminology, and pharmacology; English usage and written communication; and finding a job in healthcare.

Blackstone's Medical Transcription Program includes a foot pedal designed for dictation and transcription, to be used in the program and beyond. Students will access medical transcription modules and practice with authentic doctor dictations on a transcription platform. Near the end of the program, students will obtain "real-world" experience in healthcare documentation while being mentored by a practicum supervisor.

Blackstone's Medical Transcription Program includes a voucher for the Registered Healthcare Documentation Specialist (RDHS) exam, given by the Association for Healthcare Documentation Integrity (AHDI), RHDS exam guide, and an AHDI Student Membership. Those passing the RHDS examination earn the Registered Healthcare Documentation Specialist (RHDS) credential.
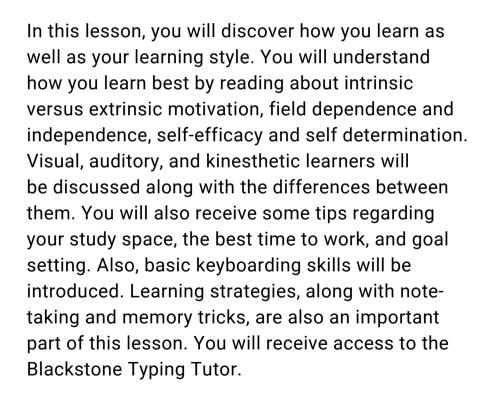
PROGRAM OUTLINE

Blackstone's Skills for Success

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

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

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

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

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.
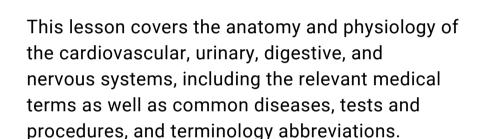
Time and Stress Management

UNIT 6

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

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
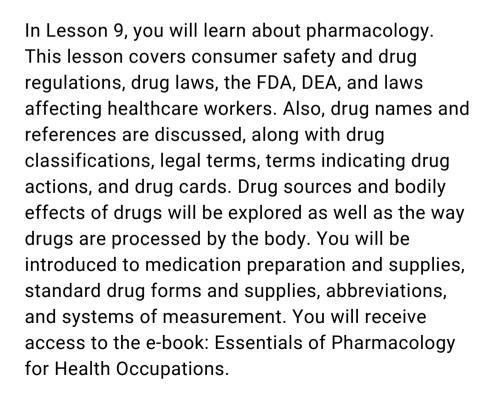
UNIT 8

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

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

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 1

UNIT 11

Your study of the medical transcription profession begins with an introduction to medical record formatting. Report types, components, formatting rules, and resources will be discussed. Upon successful completion, you should be able to recognize topics included in medical report, different report types, and report formatting. You will access the transcription software platform and start transcribing authentic dictation. **Your foot pedal will be sent to you at the start of this unit.**

Fundamentals of Medical Transcription 2

UNIT 12

This unit discusses speech recognition technology (SRT) and the health information management industry's role. You will identify common myths associated with the emergence of SRT, the history of SRT, and how SRT works for medical transcriptionists and medical editors. Text expander programs are covered, including the pros and cons of text expanders, and how to customize and utilize a text expander program. You will continue practicing transcribing authentic dictation.

Fundamentals of Medical Transcription 3

UNIT 13

You will learn the medical and surgical equipment for all body systems and use these to create operative reports in this advanced unit. Terms used in operative reports and the course of events, when a patient is taken to the operating room for a procedure, are discussed. Students will identify a variety of surgical procedures, terminology, and equipment used in the operating room. Transcribing surgical dictations is an important element of this unit.

Professional Development and Medicolegal Ethics

UNIT 14

In Lesson 14, 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.

Fundamentals of Medical Transcription 4

UNIT 15

The emphasis in this unit is on dictations, which will be more challenging. These dictations will help you prepare for more difficult situations encountered in a medical transcription working environment.
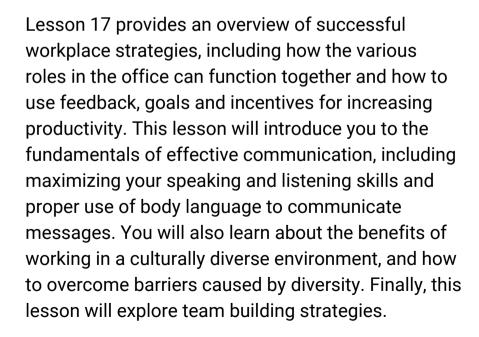
Fundamentals of Medical Transcription 5

UNIT 16

This unit is intended to help you transition into the "real" world of a working medical transcriptionist. You will participate in an interview process and will report to a supervisor for the entire practicum (100 hours). At the end of this unit, you should be able to demonstrate how to apply for employment, discuss what is expected by an employer, and evaluate the working environment of a medical transcriptionist.

Creating an Effective Workplace Environment

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

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.

PROGRAM OUTCOMES

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 editing and transcription

PROGRAM OUTCOMES

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
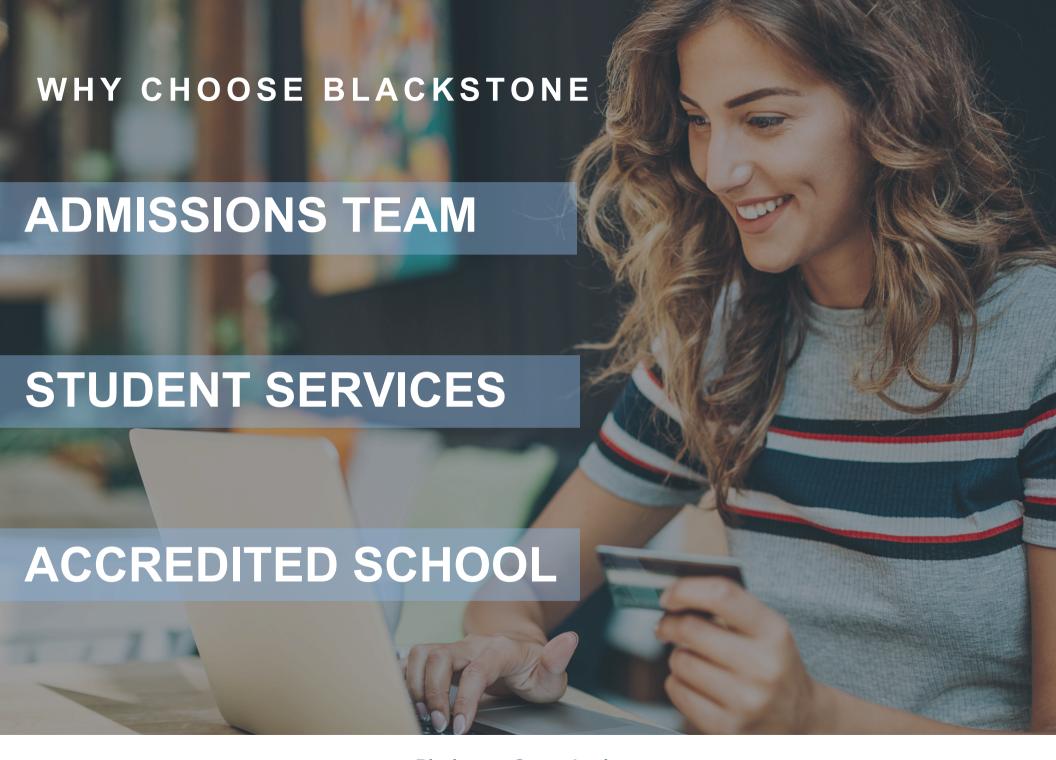
Demonstrate knowledge of proper business etiquette

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

WHY CHOOSE BLACKSTONE

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