



## Medical Transcription Syllabus

The Medical Transcription online training program consists of 21 modules, or course subjects, which prepare students to work as medical transcriptionists. Numerous exercises and skill assessments throughout each module ensure that students master each skill before moving on to the next concept, and knowledgeable student support specialists are available to help from program start to finish.

### Program Orientation

In this module the student will be introduced to the medical transcription industry, medical transcription training program, and become oriented to the online program. A syllabus for each of the modules in the program is presented. Information for navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to be a successful medical transcriptionist are outlined. A host of available resources is presented along with a detailed study guide designed to enable a successful learning experience.

### Technology and the Medical Professional

The purpose of this module is to teach basic computer skills, including the use of hardware, software, peripherals, and wireless technology; use of the Internet as a resource; and use of various facilities for data storage and networking. The student will learn about the many software and hardware products developed specifically for the healthcare environment.

### Keyboard Kinetics

The purpose of this module is to teach the student keyboard basics—which fingers are supposed to touch which keys—and help the student gain efficiency and increase speed on the keyboard.

### Medical Word Building

The purpose of this module is to teach medical word building, including root words, combining forms, prefixes, and suffixes.

### Grammar and Punctuation

This module is a refresher of basic English grammar and punctuation rules. Upon completion, the

student will be able to recognize and identify proper usage and correctly punctuate sentences.

### Anatomy and Disease

The purpose of this module is to introduce the student to basic human anatomical structures and the various diseases that affect them. The student will be introduced to disease entities, diagnoses, and treatments.

### Pathophysiology

The purpose of this module is to familiarize the student with the major body systems—the digestive, respiratory, endocrine, reproductive, excretory, cardiovascular, nervous, and musculoskeletal systems—and the diseases associated with them.

### Mastering Medical Language

The purpose of this module is to educate the student in the specialized vocabulary used by healthcare providers and to familiarize the student with a variety of nuances specific to medical language. Specifically, this module will cover word differentiation, abbreviations, plurals, foreign terms, and slang and jargon in medical language.

### Pharmacology

The purpose of this module is to introduce the student to the science of pharmacology and to provide an overview of basic pharmacologies,

including drug actions and effects, absorption, distribution, metabolism, excretion, and drug classifications and formularies. This module also gives the student the opportunity to see and reference pharmaceutical terms in the context of medical reports with exposure to commonly prescribed drugs.

### Building the Medical Record

The purpose of this module is to educate the student on how to build the medical record. Specifically, the module will cover report types, report components, formatting rules, and effective resources. The physical exam and laboratory data report components will be studied in detail in this module.

### Diagnostic Reports

The purpose of this module is to expose the student to diagnostic reports. The student will take an in-depth look at emergency medicine, physical medicine, radiology, and pathology. Each unit will contain terminology, headings, exercises, and sample reports.

### Focus on Medical Specialties

The purpose of this module is to introduce the student to the various types of reports transcribed as a medical transcriptionist and provide an opportunity to study reports in-depth across every major medical specialty. This module will expose the





student to specialty-specific information including terminology, abbreviations, types of reports, and document formatting through sample reports, varied exercises, targeted curriculum, and word lists.

### Midterm

The purpose of this module is to provide an opportunity for self-assessment after completion of the objective modules and before moving on to the practical components of the training program.

### Perfect the Text

The purpose of this module is to improve editing skills by reviewing related editing and proofreading problem areas, including commonly misspelled words, fragments and run-on sentences, punctuation, capitalization, incorrect words, and dictation that needs to be “cleaned up.”

### Introduction to Transcription

The purpose of this module is to provide the student with the fundamentals of transcription, with tips and exercises designed to facilitate a smoother transition into the transcription practicum portion of the program. In addition, this module includes a brief preparatory transcription practicum to help the

student gradually step into medical transcription.

### Clinic Notes

The purpose of this module is to provide practical experience transcribing authentic clinic note dictation. This module includes a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, otorhinolaryngology, gastrointestinal, genito-urinary, neurology, OB/GYN, oncology, ophthalmology, orthopedic, pediatrics, podiatry, primary care, and psychology.

### Basic Acute Care

The purpose of this practicum module is to provide practical experience transcribing authentic acute care dictation files. This module includes basic hospital reports, including radiology, emergency room (ER), multispecialty clinic, discharge summaries, operative reports, procedure notes, consultations, and history and physicals, with account instructions to follow.

### Enhancing Productivity

The purpose of this module is to provide information and exercises for tracking and improving productivity, along with tips for

preparing to be productive on the job after graduation. This module also provides extensive descriptions of productivity tools, software commonly used in the medical transcription industry, and a four-month free trial of a word expander software to be used in the training program.

### Advanced Acute Care

The purpose of this practicum module is to expose the student to a wide sampling of account instructions and acute care files with a high level of difficulty. The module is broken down into an in-depth account instructions unit, verbatim instructions unit, radiology unit, complex account instructions unit, and an extremely advanced acute care unit. All dictation is authentic, and the full spectrum of dictator accents and dictation style is covered. The practicum files cover radiology reports, operative reports, consultations, history and physicals, ER reports, discharge summaries, procedure notes, and progress notes.

### Speech Recognition

The purpose of this module is to educate the student regarding the role of speech recognition technology (SRT) in the health information management industry. This module addresses common myths associated with the emergence of SRT, the history of SRT, and how SRT works. This is a conceptual module designed to give the student a working understanding of the speech recognition engine and how medical transcriptionists and medical editors fit into SRT.

### Final Exam Preparation

The purpose of this module is to provide final exam information, including an overview of the final, tips for preparing for the final, scheduling the final, and accessing the final examination.

## What tools does the program include?

**Intuitive navigation** - Simple, intuitive navigation is quick and easy to learn, so students can start making real progress from day one.

**Grade book & enhanced security** - The program offers tools to help students set and track study goals, chart their progress, see results from all exercises and tests, and monitor account access to safeguard their private information.

**Interactive coursework exercises** - Coursework contains hundreds of exercises that help students review concepts and offer a chance to reflect on their progress.

**Images & visual enhancements** - Photos, illustrations, as well as many transcription specific forms, documents, charts, and references enhance students' learning experiences.

**Transcription practice tools** - The course contains online tools that will allow students to practice transcription procedures on hundreds of authentic medical reports using built-in, real-world resources.

**Games & flashcards** - Crossword puzzles, word searches, and flashcards are scattered throughout the course, so students will learn important terminology, concepts, and definitions while having fun!



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