

# Medical Office Award

Our Medical Office Award gives you the grounding for entering medical administration, providing you with the essential skills to work in a medical office.

Stop trying to make sense of medical jargon via all the text books you're ploughing through, and let us help you. With training advisors on hand, as well as workbooks to use as reference, this is a great way to get under the skin of a quite complicated industry.

This award enables you to take things at your own pace, as you get to grips with medical jargon, terminology and documents.

You will be given the opportunity to build your confidence in the medical arena, and equipped with technical knowledge and essential office and computer skills that show you are ready to work in this industry.

Working through the different modules, you'll start to make sense of the terminology and understand how it's constructed, so you can hold your own at

any interview and you've got a great grounding for your first job in this field.

Pitman Training's Medical Office Award is designed for anyone interested in developing a career in medical administration, working in a medical office.

You'll learn how to:

- **Build your essential office and computer skills for medical office work**
- **Get to grips with medical terminology**
- **Learn how to produce medical documents**
- **Accurately transcribe documents full of medical jargon from auto dictation**



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Get the Pitman Advantage™

# Pitman Training Medical Office Award

## Medical Terminology

The medical profession is one of the most rewarding industries to work in – it is also very unique. Comprising 15 comprehensive and interactive lessons, this course has been developed to help you get under the skin of commonly used medical terminology across a wide range of disciplines including biology, cardiology, psychology and many more.

You will be guided through each speciality step-by-step and learn how seemingly complicated medical jargon is built up from word roots, prefixes and suffixes, so this language becomes second nature to you.

## Medical Word Processing

Getting to grips with the finer workings of Microsoft Word means you can create professional looking documents and reports quickly and easily, saving you hours of wasted time. Great for medical secretaries, ward clerks, medical receptionists, medical summarisers, or medical admin assistants and many more roles.

Learn some tricks in this short training course of how to get Microsoft Word to work properly for you and your medical documents will never look the same again.

Once you've completed it you could go on to take the OCR Level 2 Medical Word Processing exam, a well-recognised Pitman Training Certificate for medical secretaries.

## Medical Audio Transcription

Medical Audio Transcription training is a very specialised field - so you're wise to choose the very best medical transcription course you can; and that's the one with the Pitman Training name on it.

Our extremely thorough Medical Audio Transcription training covers simple medical terminology, and letters and memos from clinicians and senior hospital staff: consultant ophthalmologists, consultant gastro-enterologists, consultant dermatologists, senior and surgical registrars, chief executives and GPs.

Unlike some Medical Audio Transcription courses, this is designed to be flexible, timetabled whenever you choose, and it leaves you with a workbook as a handy reference guide.

Like all our students on Medical Audio Transcription courses, you'll be ideally placed to move on to our full Medical Secretary Diploma, which gives you even greater options for an extremely rewarding future career.



## Guideline Learning Time

53 hours flexi study  
or 2 weeks full-time\*

\*Full-time is based on  
approx 20-30 hours a week

For further information, a free one to one consultation, or to book a free demo contact your local Pitman Training Centre

[www.pitman-training.com](http://www.pitman-training.com)



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