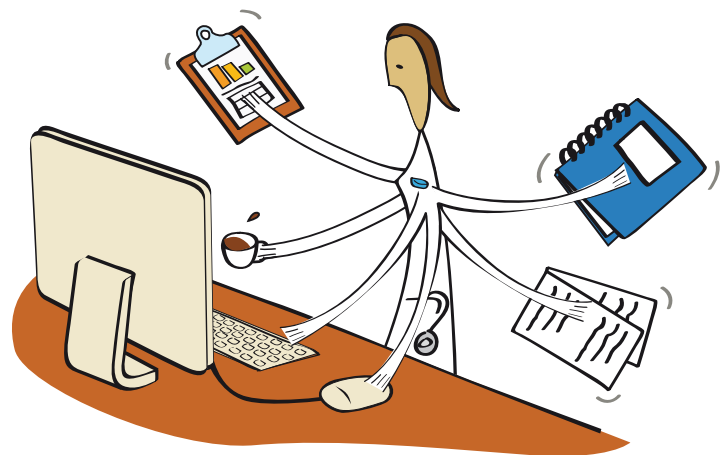


Medical Receptionist Diploma with City & Guilds/AMSPAR Level 2* Qualification

Specialist training for an interesting and rewarding job



A specialist level of training to get a job as a Receptionist or Administrator within a medical environment

Our Medical Receptionist Diploma offers the opportunity to gain high-level professional skills that will help you gain work as a Receptionist or Administrator within a medical environment.

With this Diploma you'll gain practical and professional administrative skills such as Microsoft Word, Outlook and Business Communications. You'll also cover subjects specifically aimed for those working within a medical environment such as Medical Terminology and Medical Word Processing.

Once you've completed your Diploma you'll gain a recognisable Pitman Training Diploma, and if desired, you can go on to undertake your City & Guilds/AMSPAR Level 2* Award in Medical Terminology.

Get the job as a trained Medical Receptionist

The Medical Receptionist Diploma offers all the skills you need to work in an office environment as a professional receptionist. This means you can be confident in applying for a rewarding and interesting role as a Medical Receptionist. What's more you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

What will you get in return?

Pitman Training Certifications are renowned worldwide and this diploma has the added benefit of being able to offer you the opportunity to gain a City & Guilds/AMSPAR Level 2* Medical Terminology Qualification.

**Equivalent of Level 2 Certificate in Scotland is Level 5*

A Pitman Training Diploma is one of the most prestigious training courses you can complete from one of the most highly regarded training organisations throughout the UK and beyond. You'll gain nationally recognised skills, which are generally considered to be an advantage when seeking employment in the healthcare sector.

City & Guilds
Approved Centre



AMSPAR

This diploma is not an accredited City & Guilds qualification. To achieve the Level 2 Award in Medical Terminology, students will be required to pass an external examination.

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Get the Pitman Advantage™

Core Courses

Medical Terminology

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'll also have the opportunity to achieve the City & Guilds Level 2 Award in Medical Terminology qualification (additional home study is recommended).

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, medical admin assistants and many more roles.

Professional Receptionist Seminar

This one-day seminar takes an in-depth look at the vital role of the receptionist and the important contribution they make to the successful and effective running of any business.

Typing or Typing Speed Development

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, it's an essential skill to master. Split into eight lessons, your business communication training begins with examining English language skills before looking at the use of the appropriate tone.

or Business Document Production

Text processing, whether it's part of secretarial training or another discipline, is an integral part of business document production - an important aspect of communication skills training. This course consists of four simple but comprehensive lessons ensuring you cover every aspect of the speciality.

Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

Elective Courses** (choose one)

Telephone Techniques Seminar***

Health & Safety Essentials

Audio Transcription

SpeedWriting

Microsoft Excel

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Medical Receptionist Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career

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Note: Depending on skill level it may be possible to study the Excel Expert course as an alternative core course.



Guideline Learning Time

150 hours flexi study or 6 weeks full-time

(Full-time is based on approx 20-30 hours a week)

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™

*Equivalent of Level 2 Certificate in Scotland is Level 5 **Alternative choices are available. Please talk with your Course Advisor. ***Seminars are subject to availability at your local Pitman Training Centre.