

# Medical Secretary Diploma

with City & Guilds/AMSPAR  
Level 2 Qualification



Tel: 020 7256 6668

Our Medical Secretary training is recognised as being one of the best programmes in its field. This diploma will give you the skills employers are looking for and help gain a recognisable medical secretary qualification.

**Nationally recognised skills for Medical Secretaries are generally considered to be advantageous when seeking employment in the healthcare sector.**



## What will you get in return?

A Pitman Training diploma is one of the most prestigious from one of the most highly regarded training organisations across the world. So you should feel confident in the knowledge that our Medical Secretary Diploma has been given short course approval from the **Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR)**. In fact, with highly regarded skills, there'll be nothing stopping you from getting a well paid, highly valued role as a Medical Secretary, Medical Administrator, Healthcare Assistant, or you could use it as an initial taster into the world of nursing. On successful completion of your diploma, you'll also have the opportunity to achieve the **City & Guilds Level 2\* Award in Medical Terminology** qualification (additional home study is recommended).

*\* Level 5 in Scotland.*

## Cut through the jargon, see inside the systems, and start to understand what it's like working in this world.

The medical profession is a challenging sector where discretion, patience, sensitivity and an unwavering eye for detail are essential skills. Our Medical Secretary Diploma will teach you all the vital skills you need to act as a link between patient and doctor. You'll learn how to integrate the theory of highly technical medical terminology, complete a complex array of administrative and technical tasks, in the most accurate and timely manner, including compiling confidential letters, typing reports for patient records, assisting with medical journals and keeping the office running efficiently.

## Get the job as a highly trained Medical Secretary

Our Medical Secretary Diploma offers you the best of both worlds - business and medical. Not only will you get the highest level of skills required to work for a commercial

firm, you'll also get the specialist expertise required to work within the medical profession. You'll be proficient in medical terminology, medical audio-typing and medical word processing. The diploma will also teach you excellent IT skills, enabling you to master Microsoft programmes. You'll also have the option to choose from an elective choice of additional subjects including health and safety essentials.

## Aims and Objectives

You'll gain excellent IT skills and become proficient in medical terminology, medical audio-transcription and medical word processing.

On the successful completion of this medical secretary course, you'll also have the opportunity to achieve the **City & Guilds Level 2\* Award in Medical Terminology** qualification (additional home study is recommended).

## Pre-Requisites

There are no pre-requisites required.

## Career Path

Gaining this qualification will help you gain a job as a Medical Secretary. If you're keen to progress your career you could look to work in a GP practice where you could aim to become a Practice Manager or, if you prefer to work in the NHS environment, further management training could lead to an administration management position.



**CPD Points 220**

*(Awarded CPD points upon successful completion).*

## Core Courses

### Medical Audio Transcription

Our extremely thorough Medical Audio Transcription training covers the transcription and simple medical terminology you might come across in an administration role the medical industry.

### Medical Terminology

This course helps you get under the skin of commonly used medical terminology across a wide range of disciplines. You'll also have the opportunity to achieve the City & Guilds Level 2 Award in Medical Terminology qualification.

### Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can create professional looking documents and reports quickly and easily.

### Typaz and Typaz Speed

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy. Building your speed and accuracy, our Typaz Speed touch-typing course will take you to speeds of 40-60 words per minute.

### Or Typaz Professional

For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 40 hours and includes the alpha-numeric keys and high-end learning materials.

### Audio Transcription

Audio Transcription is a valuable skill to gain, with applications in many industry sectors. This course will help you learn how to operate audio transcribing equipment and become proficient in document transcription.

### PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

### Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

### or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level.

Over 10 self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level.

You can choose whether you'd like to study 2013 or 2010 and over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

### Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

## Elective courses (choose one)

- Business Document Production
- Successful Meetings and Minutes
- Speedwriting
- Health and Safety Essentials
- Word Expert

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

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### Guideline Learning Time

**220 hours flexi study or 9 weeks full-time**  
(Full-time based on approx 20-30 hours a week)