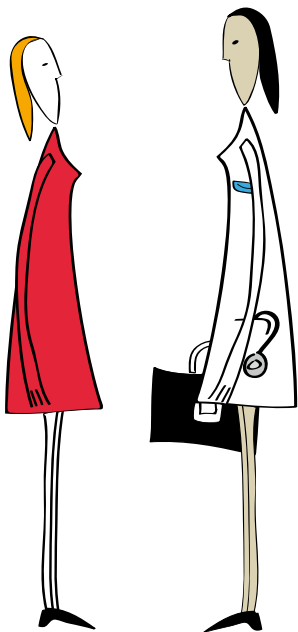


Medical Secretary Diploma with City & Guilds/AMSPAR Level 2* Qualification

Specialist training for an
interesting and rewarding job



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 highest level of specialist skills to work as a Medical Secretary

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.

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. Nationally recognised skills for Medical Secretaries are generally

considered to be advantageous when seeking employment in the healthcare sector. 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).

** Equivalent of Level 5 in Scotland.*



Get the Pitman Advantage™

Core Courses

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.

Medical Terminology

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.

Medical Audio Transcription

This course covers simple medical terminology in letters and memos from clinicians and senior hospital staff including consultant ophthalmologists, gastroenterologists, dermatologists, senior and surgical registrars, chief executives and GPs.

Typing

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

Typing Speed Development

Learning how to type fast is one thing. Learning to type faster whilst retaining accuracy is quite another! Our Typing Speed Development course will improve typing speed and keep your accuracy up to scratch too - so you'll be more efficient and productive.

Audio Transcription

Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.

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.

or Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and much more.

or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Microsoft Outlook

Learn everything there is to know about Outlook including navigation, calendars, tasks and emails.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects.

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.

Elective Courses** (choose one)

Successful Meetings and Minutes **Microsoft Word Expert**
Business Document Production **Health & Safety Essentials**
SpeedWriting

Other courses you may be interested in

If you would like to consider alternative secretarial roles, please talk to your Pitman Training Course Advisor about our Legal Secretarial Diploma. Or for more general courses, you can choose from our Secretarial and PA Diplomas.

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 Secretary 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

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.



Guideline Learning Time

218 hours flexi study or 9 weeks full-time

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

**Alternative choices are available. Please talk with your Course Advisor. Seminars are subject to availability at your local Pitman Training Centre.



Get the Pitman Advantage™