

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 and to health care services.

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 give you even greater options for an extremely rewarding future career.

Designed for

Those who wish to learn how to transcribe documents containing medical terminology.

Prerequisites

Word processing and audio transcription skills to a proficient level. Ideally students should have taken The Medical Secretary – An Introduction.

Objectives

To teach users how to accurately transcribe documents containing medical terminology.

Course Content

Lesson One : Simple sentences containing medical terminology, letter from Consultant Ophthalmologist, letter from Consultant Gastro-Enterologist, memo to Community Health Care Services, referral letters from GP to Consultant.

Lesson Two: Referral letter to Consultant Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, Memo to Community Health Council, Clinic Notice.

Lesson Three: Letter to GP from Senior Registrar in Oncology department, letters from Consultant Physician, memo from Surgical Registrar to GP, Clinic Information Notice, memo from Practice Nurse.

Lesson Four: Referral letter from GP, memo from Medical Records Officer, GP letter to Consultant Obstetrician and Gynaecologist, letter to Consultant, memo from Chief Executive.

Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 8-10 Hours



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



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts