

# Medical Office Award

This award contains three courses focussed on helping you gain reputable medical administrator know-how. You'll study Medical Word Processing, Medical Audio Transcription and Medical Terminology.

Pitman Training's Medical Office Award is designed for anyone interested in developing a career in the medical industry, working in a medical office, in roles such as Medical Administrator, Medical Clerk, Medical Secretary.

Our Medical Office Award is a course that gives you the grounding for entering the medical profession, 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 course enables you to take things at your own pace, as we get to grips with medical jargon, terminology and documents. 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.

## Aims and Objectives

This award programme provides you with the opportunity to build your confidence in the medical arena, and equips you with technical knowledge and essential office and computer skills that shows you are ready to work in an administrative role within this industry.

## Pre-Requisites

There are no pre-requisites for this award.

## Career Path

Once you have this certification on your CV you can look to apply for jobs working as a Medical Receptionist, Medical Administrator or Medical Secretary. All excellent roles in this niche office administration sector.



**CPD Points 65**

*(Awarded CPD points upon successful completion).*



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## Courses Included

### 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.

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To discuss your current skills and aspirations call now:

**020 7256 6668**

[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

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### Guideline Learning Time

**65 hours flexi study or 3 weeks full-time**

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