



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 in medical organisations such as hospitals, surgeries and clinics.

IS THIS FOR YOU?

If you're looking for a career as a Medical Secretary, Medical Administrator, Medical Records Office either within a hospital or GP practice etc., this course will help you to learn how to transcribe documents containing medical terminology.

ABOUT THIS COURSE

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 such as 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. Like all our students on Medical Audio Transcription courses, you'll be ideally placed to move on to our full Medical Secretary Diploma, which will give you even greater options for an extremely rewarding future career.

There are four lessons in this course covering: -

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.

AIMS AND OBJECTIVES

The main objective of this course is to teach you how to accurately transcribe documents from audio dictation containing medical terminology.

PRE-REQUISITES

Before starting this course, it would be preferable if you have some experience with Microsoft Word, knowledge of medical terminology, the ability to touch type, and experience of audio transcription.

CAREER PATH

After successful completion of this course you could look towards jobs such as Medical Administrator, Medical Secretary.

COURSE DURATION: AROUND 8-10 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 10

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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