

Medical Audio Transcription

Our comprehensive Medical Audio Transcription training covers the transcription of medical documentation used when working in a medical administration role in hospitals, GP practices and clinics.

course outline

IS THIS FOR YOU?

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

ABOUT THE COURSE

Medical Audio Transcription training is a 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.

Our thorough Medical Audio Transcription training covers simple medical terminology and letters and emails from clinicians and senior hospital staff such as consultant ophthalmologists, consultant gastro-enterologists, consultant dermatologists, senior and surgical registrars, chief executives, GPs and health care services.

Unlike some Medical Audio Transcription courses, this is designed to be flexible, timetabled whenever you choose. 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 modules in this course covering:

Module One: Sentences containing medical terminology, letter from Consultant Ophthalmologist, letter from Consultant Gastro-Enterologist, referral letters from GP to Consultant.

Module Two: Referral letter from Consultant, Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, email re patient analysis, Clinic Notice.

Module Three: Letter to GP from Senior Registrar in Oncology department, letters from Consultant Physician, email from Surgical Registrar to GP, Clinic Information Notice, email from Practice Nurse re diabetic clinics.

Module Four: Referral letter from GP, notice re Medical Records, GP letter to Consultant Obstetrician and Gynaecologist, letter to Hospital Consultant, notice re telephone helpline.

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)



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for 180 years.

