Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can go on and gain Pitman Training certification and include this on your CV.

IS THIS FOR YOU?

Great for anyone wanting to work as medical secretaries, ward clerks, medical receptionists or medical admin assistants and many more roles.

Whether applying for a job or honing your skills to impress employers or colleagues, this short course helps you look the part.

ABOUT THIS COURSE

Medical offices require a lot of admin. 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 trying to format files that won't behave.

In this course you'll look at how to: -
- Create a number of different documents including letters, reports and notices
- Amend existing documents and proofread with the inbuilt tools
- Format text and tables for a more professional looking finish
- Arrange and re-order data in different types of documents and formats
- Use headers and footers for document consistency
- Insert pictures into documents

Here is what you'll cover throughout the three modules in this course:

Module One: Including: using document templates; writing letters, reports and notices; proofreading; margins, spacing and indenting; formatting a table; moving and deleting text.

Module Two: Including: amending an existing document; recognising proofreading symbols; inserting and changing a file; word counts; formatting text; rearranging and sorting data in different types of document and in different formats; portrait and landscape orientations; headers and footers; inserting an automatic file name and path; numbering pages.

Module Three: Including: routing; inserting text; numbering continuation sheets; inserting and adjusting a picture; aligning decimals in a table; finding and replacing text in a document; applying text wrapping; reordering data in a table; sorting information into alphabetical order.

AIMS AND OBJECTIVES

This course will help you learn how to produce medical documents effectively with Microsoft Word.

PRE-REQUISITES

Some basic knowledge of Microsoft Word would be an advantage.

CAREER PATH

Combine this training with other, such as learning key medical terminology, and you could gain a rewarding career in roles such as Medical Administrator or Medical Secretary. If you're working in a private GP practice, you could push towards the role of Practice Manager.

Alternatively, if you gain work in the NHS, you could work through the system to become Administration Manager.

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COURSE DURATION: AROUND 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

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