



MEDICAL AUDIO TRANSCRIPTION

Course Objectives

To teach users how to accurately 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

Course Content

- **Lesson One – Including:**
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 – Including:**
Referral letter to Consultant Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, Memo to Community Health Council, Clinic Notice.
- **Lesson Three – Including:**
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 – Including:**
Referral letter from GP, memo from Medical Records Officer, GP letter to Consultant Obstetrician and Gynaecologist, letter to Consultant, memo from Chief Executive.

Follow-on Courses

Word 2003 Expert, Effective Business Communication

Course length

Approximately 8-10 hours, although this will vary from student to student.