

The Medical Secretary – An Introduction

- Designed for:** Experienced secretaries who have word processing knowledge to an intermediate level who wish to work as a medical secretary.
- Prerequisites:** Comprehensive knowledge of a word processing program, competent keyboarding (at least 40 wpm), good letter layout and office practice skills.
- Objectives:** To give an introduction to the work of a Medical Secretary including responsibilities, practice and structure of the various medical departments in hospitals and GP surgeries.

Course Content

- Lesson 1 Introduction to GP Practice
- Lesson 2 Introduction to a General Hospital together with Orthopaedic terminology
- Lesson 3 Introduction to Private Practice, Oral and Maxillo-facial
- Lesson 4 Respiration, Cardiology and Drug dosages
- Lesson 5 Gynaecology, Obstetrics and Paediatrics
- Lesson 6 Male Reproduction Systems, the Urinary System and Gastro-Enterology
- Lesson 7 Psychiatry, Psychology and Endocrinology
- Lesson 8 Neurology
- Lesson 9 Dermatology and Gerontology
- Lesson 10 Sensory Organs – Ophthalmology, Ear, Nose and Throat
- Lesson 11 Plastic Surgery, Burns and Oncology
- Lesson 12 Consolidation

Benefits

- Develop knowledge of the workings and structure of the medical secretarial profession
- Flexibility of self-paced training methods
- A personalised workbook to use as a reference guide
- The opportunity to gain the widely recognised Pitman Training certification.
- The opportunity to go on to take the OCR Medical Word Processing and/or City & Guilds/AMSPAR Level 2 Certificate in Medical Terminology examinations.*

- Course duration:** 40 Hours
- What next:** Medical Audio Transcription
- Accreditation:** Certificate in Medical Terminology Level 2
(City & Guilds/AMSPAR)

**Exams not included in the cost of the course*