

# **Medical Transcription with Sound Recordings**

## **This is a self-paced class with continuous enrollment**

### **\$50.00**

Medical Transcription is a field that combines superb typing skills with solid knowledge of medical terminology. While this course is suitable for students with no prior experience in medical transcription, as well as those looking for refresher training, it necessarily requires a strong background in medical terminology and good typing skills. This course is ideal as a module within programs of medical assisting, medical transcription, and medical office assistant.

The course includes transcription tips, terminology for the most common medical specialties, proofreading exercises, sample reports organized by bodily systems, and sound recordings to be downloaded to provide a practical test of your transcription skills. The latter are in mp3 and wav formats that will play on QuickTime, Windows Media Player, or Real Player. A link to a free dictation transcribing program that students can download to test their practical skills using keyboard hot keys or a foot pedal with the sound recordings is also provided so that students can evaluate their desire to pursue a career in this field without any additional cost beyond the course tuition.

The sample reports and sound recordings include chart notes, letters, initial office evaluations, consultations, history and physical examinations, discharge summaries, operative reports, emergency department reports, procedure notes, and diagnostic studies from the medical specialties of dermatology, urology, gastroenterology, cardiology, pulmonary medicine, endocrinology, orthopedics, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology.

### **Course Prerequisites**

Students must have taken a course in medical terminology and possess good typing skills.

### **Course Requirements**

No text book purchase is required; however students must have access to a medical dictionary. Online medical dictionaries are given as a link for this course. Other online references have been provided to help the student review any background information they may be lacking. The student is expected to read all 17 lessons. In addition, there are assignments, quizzes and exams to get the most benefit from this course. Participation in class forums is also encouraged and rewarded.

The course will deal at length with the following Topics:

- Lesson 1: Medical Fundamentals
- Lesson 2: Perspectives on Medical Transcription
- Lesson 3: Style Guide
- Lesson 4: Dermatology
- Lesson 5: Urology
- Lesson 6: Gastroenterology

Lesson 7: Cardiology  
Lesson 8: Pulmonary Medicine  
Lesson 9: Endocrinology  
Lesson 10: Orthopedics  
Lesson 11: Obstetrics and Gynecology  
Lesson 12: Otorhinolaryngology  
Lesson 13: Ophthalmology  
Lesson 14: Neurology  
Lesson 15: Psychiatric  
Lesson 16: Pathology  
Lesson 17: Radiology

## **Grading Policy**

A = 100 - 90  
B = 89 - 80  
C = 79 - 70  
D = 69 - 60  
F = 59 - Below

**Students have the opportunity to purchase certificates upon successful completion of the course.**

**This course is worth 4 Continuing Education Units (4 CEUs)**

- A score of 90% and above entitles the student to purchase a **Certificate of Academic Excellence**
- A score of 80-89% entitles the student to purchase a **Certificate of Merit**
- A score of 75% entitles the student to purchase a **Certificate of Appreciation**

**Certificates cost \$25 and can be purchased after completion of the course.**

### **Disclaimer**

This class is for informational or refresher purposes, not certification. It cannot be substituted for any state, government, licensing, or educational requirements.

**QUESTIONS?** Feel free to contact me prior to enrollment at [cesmith\\_98@yahoo.com](mailto:cesmith_98@yahoo.com)