Medical Secretarial Diploma

Designed for: Individuals who wish to gain essential office and computer skills in order to pursue a career in the medical field.

Pre-requisites: None

Objective: To provide you with the essential skills to successfully work as a medical secretary.

Course Content:

Core Subjects

- **Computer Keyboard Skills** – Learn how to touch type accurately, using the correct keyboard technique.
- **Keyboard Speed Development** – Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available of up to 70 wpm.
- **Audio Transcription** – Learn audio typing techniques to produce business documents to a high degree of accuracy and skill.
- **Effective Business Communication** – Learn to communicate effectively in business – by letter, email, telephone and personal presentations.

  OR
- **Business Document Production** – Develop skills and understanding of routine and complex business documents.
- **Microsoft Word** – Learn word processing skills to a good business standard.
- **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard..
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show
- **The Medical Secretary – An Introduction** - Develop medical secretarial skills to include terminology covering a whole range of medical specialisations. Successful completion of this diploma enables students to take an AMSPAR (Association of Medical Secretaries, Practice Managers and Receptionists) examination in Medical Terminology.
- **Medical Audio Transcription** – Learn to accurately transcribe documents containing medical terminology from audio dictation.

Recommended Electives – choose TWO:

- Introduction to Computers
- Microsoft Word Expert
- Internet Skills
- Office 2007 Fast (Modules 1-3)
- Office 2007 Fast (Modules 4-6)
- Create, Manage and Integrate Files
- Health and Safety Essentials
- Go-Make a Difference!
- OCR examinations, as appropriate (at participating centres only)

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Benefits:

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers

Guideline Learning Time: **8 weeks full-time (220 hours flexi study)**

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