Pitman Training Preston
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Course Outline

THE MEDICAL SECRETARY – AN INTRODUCTION

Designed for:

Experienced secretaries and admin staff who have word processing knowledge to an intermediate level who wish to work as a medical secretary.

Also suitable for those who are already working in the medical profession but need the qualifications.

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

Continued …

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Benefits:

- Develop knowledge of the workings and structure of the medical secretarial profession
- Flexibility of self-paced training methods
- A personalized workbook to use as a reference guide
- The opportunity to gain the widely recognized Pitman Training certification in addition to the OCR Medical Word Processing examination and the AMSPAR Certificate in Medical Terminology

Course Duration:

40 hours

What next:

Medical Audio Transcription



At the brand-new Pitman Training Centre in Preston we offer a friendly and supportive flexible learning environment where every student is treated as a VIP. You choose the times you want to come in to the centre – an hour or two a week, whole days or full-time if you want to complete your course quickly.
Our office suite is bright and healthy – using daylight bulbs, oxygen-giving plants, freely available filtered water and a relaxing rest area.
Trained supervisors are on hand to guide and support students and we offer free career advice and CV writing. Additionally, we are only ever a telephone call or email away in the future should you need emergency advice or help if you are in a tricky situation in work (such as forgetting how to do mail merge – a very common problem! – or set up an email account).

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