

Get the Pitman Advantage™

Medical Audio Transcription

Designed For: Those who wish to learn how to transcribe documents containing medical terminology.

Pre-requisites: Word processing and audio transcription skills to a proficient level. Ideally students should have taken The Medical Secretary - An Introduction.

Objectives: To teach users how to accurately transcribe documents containing medical terminology.

Lesson	Course Content
1	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.
2	Referral letter to Consultant Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, Memo to Community Health Council, Clinic Notice.
3	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.
4	Referral letter from GP, memo from Medical Records Officer, GP letter to consultant Obstetrician and Gynaecologist, letter to Consultant, memo from Chief Executive.

Benefits:

- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- A personalised workbook to use as a reference guide on completion of the course.

Course duration: 10 hours

Price: £225.00 – *including workbook, examination & certificate*

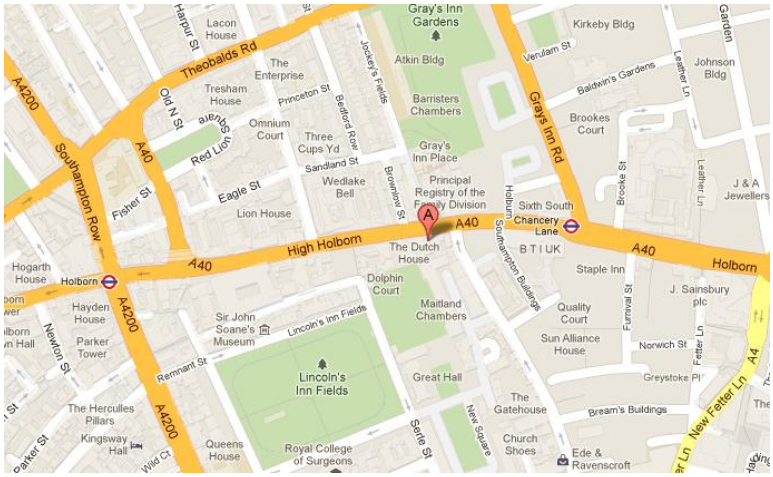
For more information or to sample the course, free, please call us:
Manchester: 0161 923 6814
Holborn: 020 7025 4700
Notting Hill: 020 7792 5214

How to find us:

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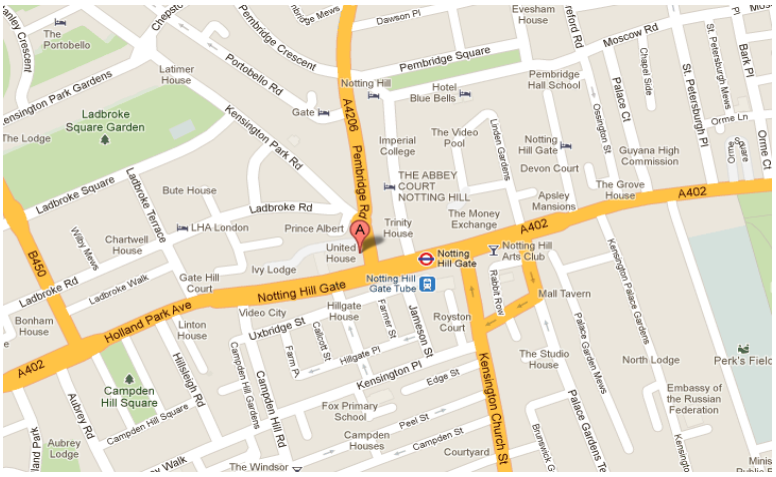
London Holborn

1st Floor
Northumberland House
303-306 High Holborn
London
WC1V 7JZ



Notting Hill

1st Floor United House (Opposite Foxtons)
9 Pembridge Road
London
W11 3JY



Manchester

6th Floor
Arthur House
Chorlton Street
Manchester
M1 3FH

