



OFFICE OF PROFESSIONAL AND
CONTINUING EDUCATION

Office of Professional & Continuing Education
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Student Full Name: _____

Start Date: _____ End Date: _____

Medical Transcription Associate

450 Hours/12 Months/Mentor Supported

Course Code: AU-MTA
Program Duration: 12 Months
Contact Hours: 450
Student Tuition: \$3,950

Quickly master the basics of medical terminology and begin speaking and writing terms almost immediately! This program omits time-consuming, nonessential information and helps you build a working medical vocabulary of the most frequently encountered suffixes, prefixes, and word roots.

Medical terms are introduced in the context of human anatomy and physiology to help you understand exactly what they mean, and case studies, vignettes, and activities demonstrate how medical terms are used in practice. With all this plus medical animations, word games, and flash cards on the companion website, you'll be amazed at how easily medical terminology becomes part of your vocabulary.

Our Medical Transcription course creates a simulation approach to medical transcription that will give you a working knowledge of the medical reports most commonly used in both inpatient and outpatient care settings. You will transcribe 100s of real medical reports. The course provides an overview of basic typing skills, proper transcription techniques, punctuation fundamentals, and proofreading guidelines. We also provide you with the proper formatting, grammar, and style in accordance with AHDI. Transcription reports include: history and physical examinations, correspondence letters, charts and progress notes, and speech recognition editing. Log into the textbook resources to get even more proofreading practice and transcription experience.

Medical Transcription is an "In Demand" profession. You can start an exciting new career with our Medical Transcription online training program. Our Medical Transcription program creates a simulation approach to medical transcription that will give you a working knowledge of the medical reports most commonly used in both inpatient and outpatient care settings. You will transcribe 100s of real medical reports. The program is organized by body systems and includes full color anatomy and physiology illustrations. We also provide you will the proper formatting, grammar, and style in accordance with AHDI. Transcription reports include: history and physical examinations; consults; operative, pathology, and radiology reports; SOAP notes; and death and discharge summaries. Your transcription materials and equipment are all included.

After completing this program, you should be able to:

- Identify how to gain and understand the basic word structure in medical terminology
- Recognize how to relate the medical terms to the structure and function of the human body
- Identify body systems, body cavities, and planes of the body
- Define words by dividing them into their component parts
- Recall the terminology used with medical specialists and case reports
- Recall the fundamentals of medical transcription, including skills, abilities, equipment
- Recognize the core elements of transcription: punctuation, capitalization, and grammar
- Identify how to properly transcribe correspondence letters
- List how to accurately transcribe history and physical examination records
- Differentiate between various medical reports and identify the proper ways to transcribe them

This Program Includes:

1. Medical Terminology
2. Medical Transcription

Medical Terminology

Medical Terminology Module 1 Basic Word Structure

- Word Analysis
- Combining Forms
- Suffixes & Prefixes
- Pronunciation of Terms
- Exercises & Applications

Medical Terminology Module 2 Organization of the Body

- Body Systems
- Body Cavities
- Divisions of the Back
- Planes of the Body
- Pronunciation of Terms
- Exercises & Applications

Medical Terminology Module 3 Suffixes

- Introduction to Suffixes
- Suffixes and Terminology
- Diagnostic & Procedural Suffixes
- Pronunciation of Terms
- Exercises & Applications

Medical Terminology Module 4 Prefixes

- Combining Forms & Prefixes
- Prefixes and Terminology
- Define Common Prefixes
- Pronunciation of Terms
- Exercises & Applications

Medical Terminology Module 5 Medical Specialists & Case Reports

- Medical Specialists
- Combining Forms & Vocabulary
- Case Reports & Terminology
- Pronunciation of Terms
- Exercises & Applications

Medical Terminology Module 6 Body Systems – Part 1

- Cardiovascular System
- Digestive System
- Endocrine System
- Reproductive System
- Lymphatic System

Medical Terminology Module 7 Body Systems – Part 2

- Musculoskeletal System
- Nervous System
- Respiratory System
- Skin & Sense Organs
- Urinary System

Medical Transcription

Medical Transcription Module 1 Typing Practice & Improvement

- Pre-Test Your Typing Ability
- Finger Positioning Exercises
- Typing Practice Games
- Typing Progress Tracking
- Improve Your Typing Skills
- Increase Your Typing Speed

Medical Transcription Module 2 Medical Transcription: The Basics

- Medical Communication
- Transcription Skills and Speed
- Physically Challenged Transcriptionists
- Ethical and Legal Responsibilities
- Medical Reports and Records
- Equipment and Technology
- Ergonomics
- Dictation Equipment

Medical Transcription Module 3 Punctuation and Capitalization

- Vocabulary
- Comma
- Period
- Decimal Point
- Quotation Marks
- Colon
- Hyphens

- Spacing with Punctuation
- Capitalization Rules

Medical Transcription Module 4 Transcribing Numbers, Figures, Abbreviations, and Letters

- Metric System in Medical Records
- Typing Numbers
- Use of Abbreviations & Acronyms
- Postscript
- Qualities of a Mailable Letter
- Letter Formats
- Letter Mechanics
- Placement & Paragraphing
- Signing and Mailing

Medical Transcription Module 5 Proofreading and Reference Books

- Where Errors Occur
- Accuracy
- Types of Errors
- How to Proofread
- English & Medical Dictionaries
- Journals & Newsletters
- Medical Spelling
- Compound Words
- Spelling The Names of Drugs

Medical Transcription Module 6 Word Endings and Grammar Review

- Plural Endings
- Forming Plurals of Medical Terms
- Basic Rules for Plural English Words
- Noun and Adjective Endings
- Homonyms
- Word-Choice Pairs
- Antecedents
- Parallel Structure
- Personal Pronouns
- Tense of Verbs

Medical Transcription Module 7 Outpatient Medical Chart Notes and Physical Exam Report

- General Principles for Complete Documentation in Medical Records
- New Patient, Office
- Established Patient, Office
- Chart Note, Emergency Department Visit
- Formats and Styles
- Patient History
- Physical Examinations
- Interval History

Medical Transcription Module 8 Medical Reports and Business Documents

- Discharge Summaries
- Operative Reports
- Pathology Reports
- Radiology and Imaging Reports
- Consultation Reports
- Composition Guidelines
- Writing Memoranda
- Electronic Mail
- Typing Hospital Protocols and Reports
- Agenda and Minutes

Medical Transcription Module 9 Speech Recognition and Establishing Your Career

- Medical Transcriptionist Terminology
- Medical Document Quality Editor Terminology
- Speech-Recognized Draft Editing
- Demographic Data
- Working from Home
- Marketing Yourself
- Home-Based Business
- Interview Skills
- Professionalism

ALL Materials Included

Certification:

Upon successful completion of our Medical Transcription course, students will be prepared for an entry-level position doing medical transcription and will be prepared to sit for the AHDI national certification exam to become a **Registered Medical Transcriptionist (RMT)**.

System Requirements:

Internet Access

- Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

Hardware

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Window Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended
- Operating Systems
 - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
 - Google Chrome is highly recommended
 - Internet Explorer is not recommended as it may not display certain menus and links
- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader
- Media Plug-ins (These may be required depending on your course media.)

- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)

****Outlines are subject to change, as courses and materials are updated.****