

CENTER FOR PROFESSIONAL DEVELOPMENT**MEDICAL TRANSCRIPTION
WITH MEDICAL TERMINOLOGY**

300 Hours/12 Months/Instructor-Facilitated

Course Code: **CPD083****OVERVIEW**

A medical transcriptionist listens to dictated recordings made by physicians and other health care professionals and transcribes the recordings, creating medical reports that eventually become part of patients' permanent files. In the Medical Transcriptionist program, you'll gain the ability to transcribe medical reports and learn the skills you need to obtain an entry-level position as a medical transcriptionist. You will also have access to a 60-hour medical terminology course.

Included in the Medical Transcription program are 10 inpatient case studies, 10 inpatient reports that are used as extra assignments, 25 outpatient reports, and 10 outpatient reports that are used as extra assignments. Each of these reports has been taken from hospital medical records. The reports include history and physical examinations, radiology reports, operative procedures, pathology reports, consultations, discharge summaries, a death summary, an autopsy report, and correspondence.

Reports are digitally recorded so that you can get the experience of transcribing them. Different regional accents and background noises, which duplicate real-life situations, are used in the recorded dictation, and the speed of the dialogue picks up as you go forward through the program. Transcription times will vary, depending on the length of the case study and your keyboarding skills, command of the English language, and knowledge of human anatomy and medical terminology. You'll be able to check your work immediately, which gives you multiple opportunities to practice transcribing before you submit full reports for the instructor to grade.

To become a medical transcriptionist, it's important that you possess excellent editing and proofreading skills. You should have a basic understanding of a word-processing program and be proficient at keyboarding, creating documents, e-mailing, and printing. You should also have a working knowledge of medical terminology.

OBJECTIVES

Upon completion of this program, you'll be able to:

- Display a working knowledge of medical terminology
- Describe the importance of the confidential nature of medical reports
- Transcribe medical reports using correct report format and correct capitalization, punctuation, abbreviations, symbols, and metric measurements
- Correctly spell the English and medical terms in addition to the abbreviations, either by memory or by using a dictionary or reference book

- Identify the knowledge, skills, abilities, and responsibilities required of medical transcriptionists

MATERIALS INCLUDED

- *Hillcrest Beginning Medical Transcription (with audio)*
- *Medical Abbreviations*
- *The Dictated Word*
- *Grammar and Punctuation Guide*
- *Medical Terminology for Health Professions, 6th Edition*
- *Stedman's Medical Dictionary, 28th ed*
- Digital transcription equipment: headset, foot pedal, and digital transcription software

The following text is not included in the provided materials but is recommended for reference:

- *The Book of Style for Medical Transcription, 3rd edition*

OUTLINE

The **Medical Transcription Program** provides training on the following topics:

1. Introduction
2. Pre-transcription Phase
 - a. Introduction
 - b. Understanding Medical Records
 - c. Language Basics
 - d. Medical Transcription Basics
3. Transcription Phase 1
 - a. Reproductive System
 - b. Musculoskeletal System
 - c. Cardiovascular System
 - d. Integumentary System
 - e. Urinary System
 - f. Nervous System
 - g. Digestive System
 - h. Endocrine System
 - i. Lymphatic System
 - j. Respiratory System
4. Transcription Phase 2
 - a. Report Type: Correspondence
 - b. Operative Report
 - c. Pathology Consult
 - d. Discharge Summary
 - e. Operative Report
 - f. Radiology Report
 - g. Oncology Consult

- h. Discharge Summary
 - i. Death Summary
 - j. Autopsy Report
5. Transcription Phase 3
- a. Gynecology Operative Report
 - b. Pathology Report
 - c. Cytology Report
 - d. Oncology Consult
 - e. Infectious Disease SOAP Note
 - f. Pulmonology Procedure Note
 - g. Oncology Consult
 - h. Correspondence Report
 - i. Infectious Disease Consult
 - j. Pediatrics—Emergency Center Report
 - k. Internal Medicine History and Physical
 - l. Psychiatry Consult
 - m. Radiology-Echocardiogram Report
 - n. Colonoscopy Procedure Note
 - o. Radiology—CT Scan of Abdomen
 - p. Infectious Disease HPIP Note
 - q. Radiology-Mammogram and CT Scan of the Abdomen
 - r. Oncology Consult
 - s. Correspondence Report
 - t. Pulmonology—Sleep Study
 - u. Psychiatry Consult
 - v. Radiology—MRI
 - w. Pediatrics—Emergency Center Report
 - x. Hematology Consult
6. Transcription Phase 4
- a. Hematology Consult
 - b. Oncology Consult
 - c. History and Physical Exam
 - d. Oncology Consult
 - e. Radiology Report—Echocardiogram
 - f. Infectious Disease Consult
 - g. Oncology Consult
 - h. Correspondence Report
 - i. Orthopedic Consult
 - j. Physical Therapy Consult
7. Post-transcription Phase
- a. Final Exam

The **Medical Terminology Program** provides training covering the following information:

- 1. Unit 1: Your Foundation in Medical Terminology
 - a. Lesson 1: The Fundamentals of Medical Terminology

- b. Lesson 2: Practicing What You've Learned - The Fundamentals of Medical Terminology
 - c. Lesson 3: Getting to Know the Human Body
 - d. Lesson 4: Practicing What You've Learned - Overview of the Human Body
 - e. Lesson 5: What Have You Learned?
2. Unit 2: The Skeletal and Muscular Systems
 - a. Lesson 1: What Makes Up a Skeleton?
 - b. Lesson 2: Practicing What You've Learned - What Makes Up a Skeleton?
 - c. Lesson 3: Flex Some Muscle
 - d. Lesson 4: Practicing What You've Learned - Flex Some Muscle
 - e. Lesson 5: What Have You Learned?
 3. Unit 3: The Cardiovascular and Respiratory System
 - a. Lesson 1: Getting to the Heart of Things
 - b. Lesson 2: Practicing What You've Learned - Getting to the Heart of Things
 - c. Lesson 3: Take a Deep Breath
 - d. Lesson 4: Practicing What You've Learned - Take a Deep Breath
 - e. Lesson 5: What Have You Learned?
 4. Unit 4: The Digestive, Urinary, and Reproductive Systems
 - a. Lesson 1: Going for the Gut
 - b. Lesson 2: Practicing What You've Learned - Going for the Gut
 - c. Lesson 3: When Nature Calls
 - d. Lesson 4: Practicing What You've Learned - When Nature Calls
 - e. Lesson 5: The Birds and the Bees
 - f. Lesson 6: Practicing What You've Learned - The Birds and the Bees
 - g. Lesson 7: What Have You Learned?
 5. Unit 5: Nervous and Integumentary Systems and Special Senses
 - a. Lesson 1: You've Got Some Nerve
 - b. Lesson 2: Practicing What You've Learned - You've Got Some Nerve
 - c. Lesson 3: Now Hear (and See) This!
 - d. Lesson 4: Practicing What You've Learned - Now Hear (and See) This!
 - e. Lesson 5: Slip Me Some Skin
 - f. Lesson 6: Practicing What You've Learned - Slip Me Some Skin
 - g. Lesson 7: What Have You Learned?
 6. Lesson 6: The Lymphatic, Immune, and Endocrine Systems
 - a. Lesson 1: Protection Against Infection
 - b. Lesson 2: Practicing What You've Learned - Protection Against Infection
 - c. Lesson 3: Learning About Hormones
 - d. Lesson 4: Practicing What You've Learned - Learning About Hormones
 - e. Lesson 5: What Have You Learned?

COMPUTER REQUIREMENTS

This program must be taken on a PC running Windows XP or later operating systems and IE 7 or later browsers. Microsoft Word must be installed. Adobe Flash Player and Adobe Acrobat Reader are required, as is an Internet connection (high-speed recommended). You will need to have a

CD-ROM drive and available USB port.

INSTRUCTOR BIOS

Carline Dagleish has been employed in the medical business office management profession since 1970. She began in the medical records department of the Army/Air Force Hospital in Nuremberg, Germany and has performed accounts receivable and business office management services for physicians, clinics, hospitals, and Medicare.

She has real-time experience in administrative and financial departments, as well as management experience in business office administration, regulatory compliance, and information technology. She is also a subject matter expert in administrative medical assisting and medical billing and coding. In addition, she has created the curriculum for and taught many accounts receivable and accounts payable educational programs, with an emphasis in administrative medical assisting and medical billing and coding.

In the early 1990s, Ms. Dagleish moved full-time into curriculum development, teaching, and management of business and allied health education programs, with special emphasis on medical business office administration and management.

Ms. Dagleish holds a bachelor's degree in business information systems and a master's degree in leadership. She is an AHIMA approved ICD-10-CM/PCS Trainer and is a member of the American Health Information Management Association (AHIMA) and the American Association of Healthcare Administrative Management (AAHAM). She owns her own consulting firm, AnnGrant Education Services, Inc., and is currently completing a textbook on the new ICD-10 coding system.

Nancy Smith credits medical terminology with providing all of her career opportunities since 1982. After graduating from college in 1976, she taught business programs in Philadelphia for four years while her husband completed medical school. When her husband was recruited by a rural community hospital, he found himself without a suitable pool of candidates to run his new office. Nancy studied medical terminology and became his office manager in 1982.

Several years later, they relocated to Pittsburgh, Pennsylvania, and her experience with medical terminology led to more career choices. She worked as a medical transcriptionist, and then she was hired to establish a medical assisting program at a local vocational school. After teaching the coding and billing programs for several years, Nancy left that position to teach medical terminology at a minimum-security women's prison, a local hospital, and a night program at a community college.

In 2000, Nancy was once again teaching billing and coding programs when she decided to take a position in patient registration with one of Pittsburgh's leading trauma centers. This position led to an offer from a digital transcription company to help train new clients.

In 2007, Nancy was hired by a CMS subcontractor to audit medical records for reimbursement, and she holds this position currently. For this position, Nancy also obtained a national coding certification. Through all of these career moves, Nancy credits her knowledge of medical terminology as the most important factor in allowing her to secure each position and succeed at

the job. She is passionate about showing others how medical terminology can provide a lifetime of job opportunities in a wide range of career paths.

Medical Transcription Instructors

Lisa Israel, MBA, CMT entered the medical transcription field in 1997 at the behest of her sister, a fellow transcriptionist, and found it to be the perfect use of her skills, loved the flexibility and was encouraged by the multitude of opportunities. She is thrilled to be using her experience and education to help guide and mentor new transcriptionists! She has worked with small and large transcription companies, small and large facilities, and has experience with all work types. She has mentored and supervised transcriptionists, and enjoys teaching online transcription and healthcare administration courses.

Lisa earned her BA degree in Speech Communication from California State University, East Bay, and her MBA in E-Business from University of Phoenix. She earned her Certified Medical Transcriptionist (CMT) certification from the Association for Healthcare Documentation Integrity.

Carrie Stein, CMT, has been a medical transcriptionist since 1977 and was certified through the Association for Healthcare Documentation Integrity (formerly AAMT) in 1981.

Carrie originally went to college to become an RHIA (it was called RRA back then) but the only job opening when she graduated was in medical transcription. She continued to transcribe because she loved it! Her first job was at the University of Texas Medical Branch in Galveston, Texas. It was a great learning experience because it is a worldwide referral center. She is currently employed by Nuance and has been a facilitator for ed2go for the past 9 years.

Carrie has been active at the local and state levels of AHDI. She served as a Texas delegate to the AHDI House of Delegates in 2000-2001 and is the former President of the Alamo Chapter of AHDI in San Antonio, Texas.