

# Course Outline

## Medical Transcription

In as little as four months you can be ready to start making money as a Medical Transcriptionist.

Your easy-to-understand lessons take you step by step from the basics of Medical Terminology and Anatomy through the advanced lessons in Pediatrics, and Diagnostic Imaging. Here is a preview of what you will learn.



### UNIT 1

#### Welcome to the World of Medical Transcription

The role that medical transcriptionists play in the industry.

#### Introduction to Medical Terminology

Word Parts and Root Words • Prefixes and Suffixes  
Dividing and Combining Medical Terms

#### Listening Skills

Spell what you hear to master words with silent letters and letters that sound alike in dictation.

#### Forming Plurals

Apply simple rules for forming plurals of medical terms.

#### Proper Names and Acronyms

How proper names and acronyms are written.

#### Abbreviations and Numbers

Common medical abbreviations and numbers.

#### Medical Capitalization and Medical Punctuation

When to capitalize words and medical punctuation.

#### Grammar Basics

Review the basics of grammar and guidelines.

#### Listening Skills: Opposites and Sound Alikes

Frequently used antonyms and sound-alike words.

#### Overview of Human Biology

Review biology basics that will provide a solid foundation.

#### Anatomy: Locate Parts of the Body

Terms doctors use to describe the location of body parts.

#### Also Included

- Quick Learn Tutor System with Flashcards
- Medical Terminology Audio

### UNIT 2

#### Anatomy: Landmarks, Divisions and Body Cavities

Anatomical landmarks and terms used to describe them.

#### Anatomy and Function of a Cell

Explore the parts of cells and the critical role each part plays.

#### Tissues and Organ Systems

How cells form tissues, also the anatomy and functions.

#### Specialists

Pronunciation skills and how to write medical specialist titles.

#### Disease Processes

Pathological (disease) terms and etiological (causes) terms.

#### Medical Reports

The types of medical reports you'll use as a transcriptionist.

#### Transcribing Skills

Dictation, transcription errors. Tricks to understand accents.

#### The Medical Transcriptionist's Tool Box

Equip your transcriptionist's tool box with research skills.

#### Integumentary System

Integumentary (skin) system anatomy and physiological terms, medications, tests and treatments. Transcribe reports.

#### Musculoskeletal System

Musculoskeletal system anatomy, physiological terms, medications, tests and treatments. Transcribe reports.

#### Also Included

- Quick Learn Flashcards
- Medical Terminology Audio
- Anatomy & Physiology Textbook

### UNIT 3

#### Neurological System

Anatomical and physiological terms, medications, tests and treatments for nervous system disorders. Transcribe reports.

#### Cardiovascular System

Anatomical and physiological terms, medications, tests and treatments for cardiovascular disorders. Transcribe reports.

#### Immune System and Respiratory System

Anatomical and physiological terms, medications, tests and treatments for disorders of these systems. Transcribe reports.

#### Gastrointestinal System

Anatomical and physiological terms to tests, medications and procedures for digestive problems. Transcribe reports.

#### Genitourinary System

Anatomical and physiological terms, tests, procedures for urinary and male reproductive problems. Transcribe reports.

#### Transcription Technology

Technology strategies to make you a more effective and efficient transcriptionist.

#### Reproductive System

Female reproductive system from anatomy and physiology to tests, medications and procedures. Transcribe reports.

#### Endocrine System

Anatomical and physiological terms, medications, tests and treatments for disorders of this system. Transcribe reports.

#### Also Included

- Quick Learn Flashcards • Alphabetized Flashterm List
- Medical Terminology Audio
- Wav Pedal Coupon

### UNIT 4

#### Pediatrics

Pediatric medical terminology, medications, tests and procedures. Transcribe reports.

#### Neuropsychiatry

Psychiatric terms, medications and tests. Practice transcribing medical dictation for neuropsychiatry.

#### Professional Medical Ethics and Procedures

Ethical behavior and work habits in the medical profession.

#### Healthcare Records

Paper and electronic healthcare records. How to store, amend, archive and destroy. Learn the security issues.

#### Electronic Health Records

How medical records are being transitioned to an all-electronic computer-based system.

#### The Pharmacy and Clinical Laboratory

Language, measurement and the clinical laboratory.

#### Also Included

- Quick Learn Flashcards
- Medical Terminology Audio
- Medical Dictation Audio

### UNIT 5

#### Pathology Transcription

Strategies for transcribing the nature and origin of disease. Explore autopsy transcription and learn about common causes of death for various organ systems.

#### Diagnostic Imaging

Transcribe from dictated radiological examination results. This includes x-rays and other types of imaging techniques.

#### E-mail and Security

Virtual correspondence strategies and e-mail etiquette rules. Reduce risk from computer viruses and security breaches.

#### Medical Transcription Report Editing

Examine how speech recognition technology has contributed to this aspect of medical transcription.

#### Putting It All Together

Complete your final assignment. Also explore professional organizations, continuing education and certification.

#### Also Included

- Quick Learn Flashcards
- Resources for Medical Transcriptionists
- Introduction Express Scribe Supplement

### Career Starter Guide



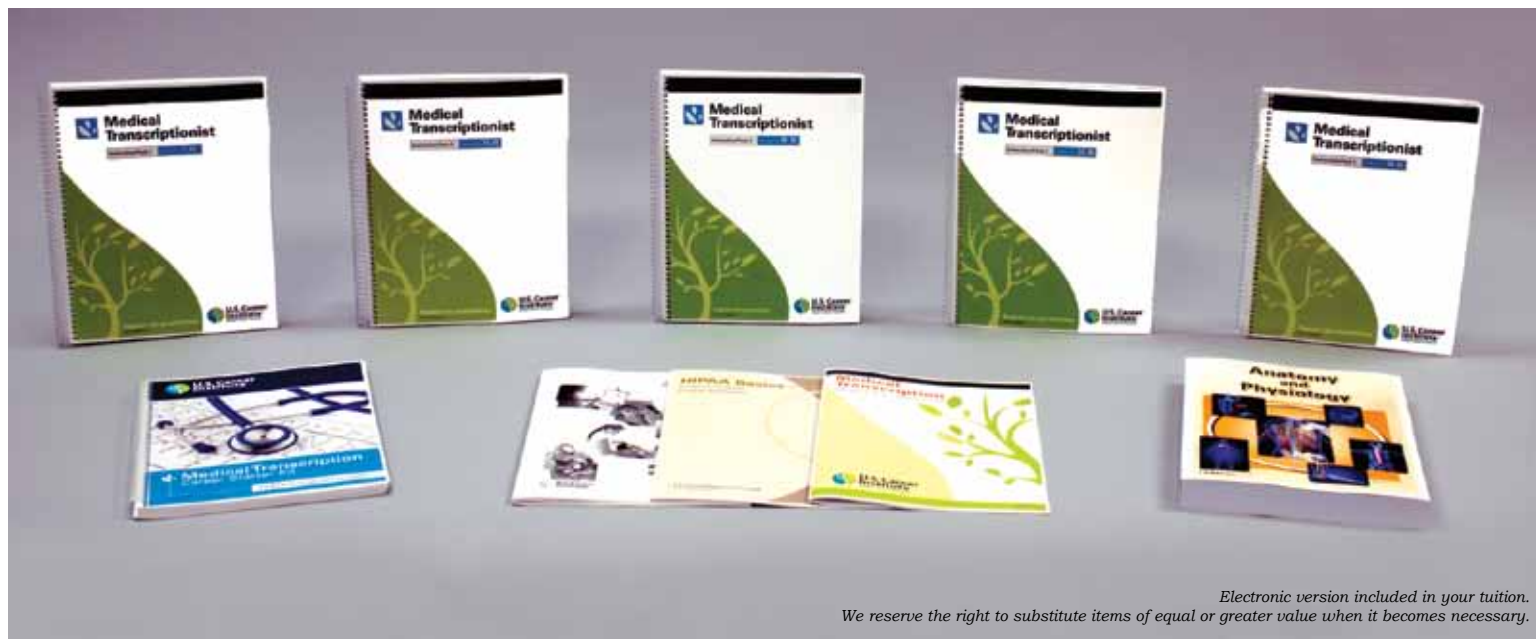
A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.

Ensure your success and enrich your program by enrolling today in the Enhanced Version! Receive extra supplements and tools that help jumpstart your career! Contact us at 1-800-528-7907 for more information.



You can enroll right away through our secure website at <https://enroll.uscareerinstitute.edu> or you can call our toll-free EasySTART line at 1.800.528.7907, Monday through Friday, 9 a.m. to 9 p.m. and Saturday, 10 a.m. to 7 p.m. Eastern Standard Time.

Get Expert Training from U.S. Career Institute...we have over 30 years of experience training busy adults for new moneymaking careers!



## Everything you need...books, lessons, learning aids...it's all included with your program!

You'll be specially trained to work at home or in hospitals, clinics, doctors' offices, or transcription services.

U.S. Career Institute programs feature unique, customized learning materials.

- ▶ Each Lesson Book and Supplement is written by industry experts, so you get the most current information.
- ▶ Lessons focus on real-world skills that you will use in your career.
- ▶ Step-by-step format makes learning easier and more rewarding.

When you graduate, you'll be ready to enter the exciting world of healthcare—with your up-to-date and in-demand career skills.

There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Medical Transcriptionist, you get all the benefits of helping people and the opportunity to make good money. Plus you will have a secure career in the rapidly growing healthcare field. ***We urge you to start your training today!***



[www.uscareerinstitute.edu](http://www.uscareerinstitute.edu)

You can enroll right away through our secure website at <https://enroll.uscareerinstitute.edu> or you can call our toll-free EasySTART line at 1.800.528.7907, Monday through Friday, 9 a.m. to 9 p.m. and Saturday, 10 a.m. to 7 p.m. Eastern Standard Time.



Copyright © 2014 U.S. Career Institute  
Printed in USA 02017030L01F-74