EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

MEDICAL TRANSCRIPTION

240 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD082** || Course Cost: **$1595**

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 Online Training 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.

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:

- 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*
- *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

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

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

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's thrilled to be using her experience and education to help guide and mentor new transcriptionists! She's worked with small and large transcription companies, small and large facilities, and has experience with all work types. Lisa has mentored and supervised transcriptionists, and she enjoys teaching online transcription and health care 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.