

Simply a Better Way to Learn!



H E A L T H C A R E S K I L L S

Medical Transcription Level 2

Course Introduction

This 62 hour course builds on the fundamental skills and knowledge acquired in Medical Transcription Level 1. Students continue working with the textbook, exercises, and/or the set of audiocassettes. For Level 2, students will be covering Chapters 6 to 11 inclusive of the textbook. Students also continue in the role of a medical transcriptionist employed at the same fictitious outpatient healthcare centre and further develop their medical terminology, keyboarding, transcription skills and proofreading skills by transcribing complete medical reports from six specialties: orthopaedics, urology, pulmonary medicine, gastroenterology, cardiology and diagnostic imaging.

Course Prerequisite(s)

Students must have strong English skills (oral and written), and have successfully completed Learning Medical Language (MDL07E1)*, Medical Transcription Level 1 (MDTR2E1), keyboarding courses to a speed competency of 45 wpm, and word processing courses to an advanced level.

Course Aim

In this course students continue to develop their medical transcription skills with an emphasis on understanding and creating accurate medical documentation.

Of Interest to

Those who are interested in a career as a Medical Office Assistant or Medical Secretary in a doctor's office, clinic or hospital or those individuals who are currently working in a medical environment and are required to type medical records, reports, articles, case histories and correspondence from handwritten notes and machine dictation.

Course Competencies

Upon successful completion of this course, students will be able to:

- Understand the content and purpose of chart notes, history and physical examination reports, x-ray reports, procedure reports and consultations.
- Use reference resources.
- Transcribe medical reports using correct report format and correct rules for capitalization, numbers, punctuation, abbreviations, symbols, and metric measurements.
- Correctly spell both the English and medical terms and abbreviations presented in the audio dictations and textbook.
- Produce correct and accurate medical transcription reports within the time constraints typical in the industry.
- Proofread and edit medical documents, relating to several medical specialties.
- Demonstrate critical thinking and decision-making skills.

Course Content

Orthopaedics

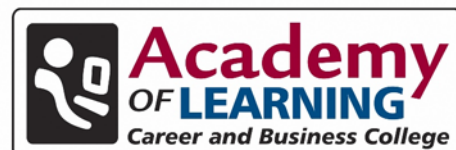
Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating "pay for production", specific to this medical practice.

Urology

Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating "pay for production", specific to this medical practice.

Pulmonary Medicine

Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating "pay for production", specific to this medical practice.



MDTR2E2 01/08

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Cardiology

Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating “pay for production”, specific to this medical practice.

Gastroenterology

Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating “pay for production”, specific to this medical practice.

Diagnostic Imaging

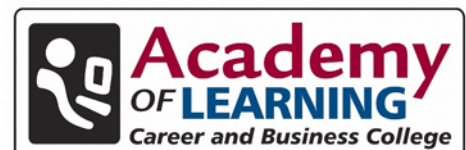
Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating “pay for production”, specific to this medical practice.

Note: Completion of both Medical Transcription levels does not qualify the student as a Medical Transcriptionist.

Course Notes

Formal evaluation is accomplished by theory and practical examinations that are administered at the end of the course and weighted, based on 55% theory and 45% practical. The student must attain a minimum average of 75% to pass Level 2.

*** Note: Candidates who have extensive knowledge and experience relating to Medical Terminology may opt to challenge the Learning Medical Language exam, rather than completing this prerequisite course. The candidate must score a minimum of 75% on this final exam in order to achieve advanced standing.**



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