

MT School of Canada

Medical Transcription Advanced Curriculum

Comprehensive Program 1,470 Hours

Section 1: Laying a Proper Foundation for Advanced Medical Transcription

MODULE 1: Getting Started

- About our Student Forum
- Basics of Medical Transcription
- Sample Medical Reports
- Your Medical Reference Library
- Your Professional Image
- Ethics and Confidentiality/ HIPAA Laws
- Legal Aspects of Healthcare Records
- Proper Ergonomics for the Medical Transcriptionist
- Medical Transcription Education
- Career Role and Responsibilities
- Metric System and Units of Measure
- Study Tips

MODULE 2: MT Basics

- Tools of the Trade
- FTP (File Transfer Protocol)
- The Future of Medical Transcription
- Hospital Medical Reports
- Preparation of a History & Physical
- Clinic Medical Reports
- Formats
- Organizing the Information
- Proofreading and Editing
- Basic Formatting Guidelines
- Flagging and Blanks
- Transcribing Foreign Dictators
- Methods of Line Counting

MODULE 3: Grammar and Punctuation

- Parts of Speech
- Nouns
- Pronouns
- Verbs
- Subject/Verb Agreement
- Adjectives
- Adverbs
- Conjunctions
- Interjections
- Preposition
- Commas and Semi-Colons
- Hyphens and Dashes
- Who/Whom
- Affect/Effect
- Good /Well
- Parts of a Sentence
- Abbreviations
- Capitalization
- Transcribing Numbers, Figures and Abbreviations
- Hyphenation
- Plural Forms
- Sound-Alike Words
- State Abbreviations
- Commonly Misspelled Words
- Practice Rules to Remember When Doing Medical Transcription
- Grammar Practice

MODULE 4: Using Your Computer Over 100 computer, technology, software and MS Word courses. Too many to list separately. [See complete listing here.](#)

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MODULE 5: Learning the Medical Language

- Getting Organized
- Using Your Flashcards
- Basic Word Structure
- Prefixes/Suffixes/Root Words
- Plurals
- More Sound Alike Words
- Tips on Researching Difficult Terms
- Using Google to Research

Section II: Anatomy & Physiology by Specialty

MODULE 6: Integumentary

(Sample Chapters: - same for all specialties)

- Combining Forms Review
- Skin Anatomy
- Viral Infections
- Bacterial Infections
- Fungal Infections
- Parasitic Infections
- Follicular and Glandular Disorders
- Pigmentation and Inflammatory Disorders
- Burns and Cold Injury
- Diagnostic Tests and Signs
- Surgical Procedures and Other Treatments
- Common Drug Treatment
- Types of Medication Uses
- Abbreviations and Acronyms
- Vocabulary
- Glossary
- Sentence Clips for Pre-Transcription Practice
- Helpful Websites/Reference Sites

MODULE 7: Skeletal

MODULE 8: Muscles and Joints

MODULE 9: Nervous

MODULE 10: Blood and Lymphatics

MODULE 11: Laboratory and Pathology

MODULE 12: Cardiology

MODULE 13: Respiratory

MODULE 14: Digestive

MODULE 15: Endocrine

MODULE 16: Special Senses

MODULE 17: Urinary

MODULE 18: Male Reproductive

MODULE 19: Female Reproductive

MODULE 20: Obstetrics

MODULE 21: Child Health

MODULE 22: Radiology and Diagnostic Imaging

MODULE 23: Oncology

MODULE 24: Pharmacology

MODULE 25: Mental Health

MODULE 26: Gerontology

Section III: Transcription Instruction

MODULE 27: Beginning Medical Transcription

- Installing Your Wav Pedal
- Installing the Beginning SUM CD
- Beginning Transcription
- Procedures for Transcribing
- Most Common Errors of New Transcriptionists

MODULE 28: Intermediate Medical Transcription

- The Healthcare Team and the Operative Report
- Prepping and Draping Methods
- Surgical Positions
- Types of Anesthesia
- Wound and Wound Closures
- Installing the Intermediate SUM CD
- Procedures for Transcribing
- Most Common Errors of New Transcriptionists
- Dealing with Difficult Dictators

MODULE 29: Advanced Medical Transcription

- Expander Software
- Learning How to Use Expander Software
- Shortcuts and Abbreviations
- ABCZ Typing Abbreviation System
- Shortcut Rules for Long Words
- Shortcut Rules for Short Words
- Shortcut Rules for Phrases
- Shortcut Rules for Long Phrases
- Shortcut Rules for Prefixes
- Installing the Advanced SUM CD
- Procedures for Transcribing Advanced Files
- Preparing for Your Final Exam

MODULE 30: Preparing for Employment

- Preparing for Employment
- Your Cover Letter and Resume
- The Job Search
- What to Expect in a Job Search
- Let's Talk Networking
- In the Beginning
- Independent Contractor and Employee Status
- Starting Your First Job
- Types of Pay and Pay Consideration
- Comparing Employers
- Starting a Home Based Business
- Important Questions to Consider
- Researching
- Developing a Business Plan
- Important Aspects of Owning Your Own MT Service
- How to Solicit Business
- Sample Contracts and Agreements for Clients
- Sample Contracts and Agreements for Transcriptionists

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- Followup Contact
- Objections and Solutions
- Time Management
- Becoming a Certified Medical Transcriptionist
- Advancement Opportunities
- Review of HIPAA Laws
- Putting it All Together
- Samples and Templates

Section IV - Medical Editing Program

Included with our Advanced MT program is Medical Editing. With medical editing tips throughout, you'll learn all about the medical editing profession, speech recognition software, types of software errors, sample reports, steps to a perfect edited report, proofreading and editing techniques, building speed, and much, much more.

1. Introduction to Medical Editing and Speech Recognition.
2. Medical Editing Application.
3. Medical Editing Practical.
4. Punctuation Rules.
5. Capitalization Rules.
6. Comma Rules.
7. Pharmacology and Drugs.
8. Laboratory.
9. Common Errors.
10. Practice and Testing.

Advanced Transcription Practice Files

This is post-advanced work, designed to simulate the employer's test that you will be doing when applying for a job. At this point, you should be able to do any and all work that comes your way, no matter from what source. This is our way of making sure you can pass employment tests and lets us know if there is anything else we need to finalize before the job search begins. Each file contains authentic physician dictation, some foreign, many talking fast, from various dictators and contains a wide variety of medical specialties you won't find anywhere else with opportunities to put into practice everything you have learned. These are real hospital reports with identifying data removed. You work closely with your instructor at this point to make sure these files are done to the best of your ability and to exact industry specifications. We critique on everything from file name to transcription details to following directions to the letter, and dotting every "i" and crossing every "t" within the entire report. Each file is done according to the exact standards of

the AHDI Book of Style. This is your opportunity to bring it all together with detailed one-on-one feedback, encouragement and communication from your instructor. These advanced files are so intense that many transcriptionists request to continue working on them even after they have received a job offer. As a graduate, you have access to this advanced work and our critique as long as you want, up to five years.

Final Exam

Our final exam consists of a special set of advanced practice dictation, much like the ones described above. You have four hours to complete 30 minutes of dictation according to industry guidelines. Transcribed document is then emailed to our office for grading. Passing students receive a gold diploma suitable for framing and signed by our school founder. Those students who receive a grade higher than 95% also receive our letter of recommendation which can accompany your resume in your job placement.

Job Placement Process

Our job placement process consists of several steps, all designed to help you find employment that is suitable and preferable to you. It starts with a heavy critique of your resume and cover letter. We look at these from an employer's perspective and often suggest tips for highlighting your strengths and minimizing any weaknesses in your career history.

We instruct you on employers: The different types of employers, what they offer to their transcriptionists, what to look out for, what to avoid, what to say during an interview and what to avoid during an interview. We explore the different methods of payment from employers and help you determine exactly the type of employment and payment method that best suits your needs.

Then we provide you a detailed list of companies with names, contact telephone numbers, and email addresses that we deal with who are known to hire our graduates, hire new graduates or have requested our graduates directly. These companies are the best place to start in the job placement process.

We also provide a proprietary list of special links and places to go for job research, additional job knowledge, networking places and more to aid in your job placement process.

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Finally, we are available as you begin to receive job offers to help you evaluate the different offers and different combinations of benefits for you and your family. Once you decide on an employer, we help you transition into the job and are available to answer general questions via email and phone.

As a graduate, you also have unlimited 24/7 access to our student forum where we post job offers from companies that have emailed us. Plus you'll always stay updated in the industry and have a chance to work with our new students who are just starting to learn — a good skill to have on your resume.

**Our job placement rate is 100%
and we are proud of the fact
that we have helped so many students
make their dreams come true!**



"I have personally reviewed the online course. All I can say is "It's AWESOME! I LOVE IT!" It covers aspects of medical transcription that other programs don't touch. For example ... training on research methods, how to better utilize your PC, and how to use MS Word more efficiently with macros, templates, and shortcuts. I like the fact that it covers Laboratory and Pathology which I have not found in any other course that I've seen. Just a quick review of this module gave me a better understanding of laboratory tests and pathology procedures... I highly recommend it.... I was able to work at home for several years to be with my children.... Her training techniques work, and I'm proof!"

--- Kelly J., Transcription Service Manager

**Looking for Reasons to Make a Decision?
Here are just a few. . .**

We Don't Pay Employers to Recommend Us

We'll tell you upfront we're not the largest school out there (nor are we the smallest), and with our school you won't see our name everywhere. We don't have a marketing department, and we don't spend thousands each year paying employers to put our logo on their websites.

**Employers Love Us Because We Help Solve
Their Staffing Problems**

What we DO have is a highly intense but personable program , and we LOVE having a reputation with employers for the highest caliber training available anywhere online today. **From this advanced, expert curriculum, employers get graduates that can pass their very difficult tests, and our students get the individual attention they deserve when they need it most.** A win-win for everyone!

**Students LOVE our curriculum and the individual
attention they get when they ask for it**

We want to help you make the best decision that's right for YOU and your family. Many students enjoy the **more personable approach** they get with a smaller school like ours, while knowing they are getting the very best, advanced education money can buy. All this attention to detail is what makes us such a great choice for so many students.

**Isn't getting trained and getting employment the
whole point of any program?**

Of course it is! The 100% job placement rate we maintain makes it easier for our graduates to get jobs. We're the **ONLY** school online who has a **TRUE 100%** job placement rate. We've talked to graduates from **EVERY** program out there. Trust us, we've been working in the industry for years, have trained literally **HUNDREDS** of students, and have consulted in the medical transcription industry for years. We'd love to add YOU to our list of satisfied students and graduates too!

**Ready to Get Started?
Call Us Today Toll Free
888-838-9788**