



MEDICAL TRANSCRIPTION
— SCHOOL OF CANADA —

Medical Transcription Advanced Curriculum

Comprehensive Program 1,470 Hours

SECTION I: 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

(Note: Over 400 computer, technology, software, hardware and MS Word courses – too many to list!)

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:)

- 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 Software
- 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 Software
- 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 Software
- 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
- Follow Up 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 do it all and lets us know if there is anything else we need to finalize before the job placement 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. 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 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 after graduation.

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:

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 an extensive list of places on the internet to go for job research, additional job knowledge, networking places and more to aid in your job placement process.

Finally, we are here 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 looking for graduates. 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!

Remember, our job placement rate is 100% and we are proud of that fact. We would love the opportunity to work with you as well!



**Questions? Call Us Toll Free
888-838-9788**

**Or Send Us an Email at
support@mtschoolofcanada.com**