

**Syllabus and Curriculum
of
Certificate course
in
Medical Transcription**

Uttar Pradesh State Medical Faculty, Lucknow.

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OBJECTIVES OF THE COURSE

To prepare a Medical Transcription Technician who –

- Is well aware of hospital set up.
- Is well aware about various specialties & super specialties.
- Is well aware of common hospital equipments & instruments.
- Can understand and write common medical vocabularies..
- Is well versed with Microsoft office and common types of hospital soft ware.
- Can prepare effective and comprehensive Medical Transcriptions.

Outline of Curriculum of Certificate course in Medical Transcription

FIRST YEAR

THEORY (Classes: 9 AM to 12 Noon)

First paper : Getting Started-Introduction & MT Basics

- Basics of Medical Transcription
- Analysis of Sample Medical Reports
- Understanding Medical Reference Library
- Ethics and Confidentiality/ HIPAA Laws
- Legal Aspects of Healthcare Records
- Proper Ergonomics for the Medical Transcriptionist
- Importance of Quality MT Education
- Study Tips
- Introduction to FTP (File Transfer Protocol) Clients
- 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

Second paper : 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 Transcribing
- Grammar Practice

Third paper : Understanding Computer Usage & Learning the Language of Medicine-LOM

- Maintaining Your PC
- What is the Internet?
- Getting the most out of the Internet
- Introducing the Internet Technologies
- Web-Browsers
- PC Maintenance- Doing It Yourself
- Build Your Own Computer
- PC Maintenance- Upgrading Your PC
- PC Maintenance- Sound And Video
- Getting Started With PCs
- PC Maintenance- Preventive Measures
- Effective Usage of Internet Security Tools
- MS Word 2000 Introduction, Intermediate and Advanced
- Getting Organized
- Using Your Flashcards
- Basic Word Structure
- Prefixes/Suffixes/Root Words or Combining Forms
- Plurals
- More Sound Alike/Look Alike Words
- Tips on Researching Difficult and Mumbled Words
- Using Google.Com for Innovative Research Skills

Fourth paper : Anatomy and Physiology : Basic Terms

- 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

Fifth paper : Beginning, Intermediate & Advanced Medical Transcription

- Installing Your Wav Pedal – Express Scribe
- Installing the Various Dictation Modules
- Beginning Transcription
- Procedures for Transcribing
- Most Common Errors of New Transcriptionists
- The Healthcare Team and the Operative Report
- Prepping and Draping Methods
- Surgical Positions
- Types of Anesthesia
- Wound and Wound Closures
- Procedures for Transcribing
- Most Common Errors of New Transcriptionists
- Dealing with Difficult Dictators
- Expander Software
- Learning How to Use Expander Software (E.g. Instant Text)
- Windows Shortcuts and Abbreviations
- Shortcut Rules for Long Words
- Shortcut Rules for Short Words
- Shortcut Rules for Phrases
- Shortcut Rules for Long Phrases
- Shortcut Rules for Prefixes
- Procedures for Transcribing Advanced Files
- Preparing for Exams

FIRST YEAR

PRACTICAL (Classes: 11 AM to 3 PM)

Practical classes will be after lunch; from 11 AM to 3 PM.

Students must present in the hospital for practicals.

Following subjects must be taught; though there will not be any exam from these-

1. Basic Computer skills.
2. Basic English.
2. **Soft skills like** - Interpersonal relationship skills & moral education.

ELIGIBILITY CRITERIA FOR ADMISSION & DURATION OF THE COURSE

COURSE DURATION:-

- It is ***1year***, full time certificate Course.

ELIGIBILITY:-

- Candidate must have passed 12th with
Physics, Chemistry, Biology

Or

Physics, Chemistry, Maths

with 35% marks in Intermediate exams.

(From UP board or any other recognised board).

- Candidate must have completed age of 17 years of age as on 31st December of admission year. There is no maximum age limit for the admission.