

# Medical Audio Transcription

- Designed for:** Those who wish to work in the Medical Secretarial field and need to have Medical Audio Transcription skills
- Prerequisites:** Word processing and audio transcription skills to a proficient level. Ideally students should have taken The Medical Secretary – An Introduction.
- Objectives:** To learn how to accurately transcribe documents containing medical terminology to the OCR Text Processing Level 2 Medical Audio Transcription examination

## Course Content

- **Lesson One – Including:**  
Simple sentences containing medical terminology, letter from Consultant Ophthalmologist, letter from Consultant Gastro-Enterologist, memo to Community Health Care Services, referral letters from GP to Consultant.
- **Lesson Two – Including:**  
Referral letter to Consultant Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, Memo to Community Health Council, Clinic Notice.
- **Lesson Three – Including:**  
Letter to GP from Senior Registrar in Oncology department, letters from Consultant Physician, memo from Surgical Registrar to GP, Clinic Information Notice, memo from Practice Nurse.
- **Lesson Four – Including:**  
Referral letter from GP, memo from Medical Records Officer, GP letter to Consultant Obstetrician and Gynaecologist, letter to Consultant, memo from Chief Executive.

## Benefits

- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration:** 8-10 Hours

**What next:** Word 2003 Expert  
Effective Business Communication

**Accreditation:** OCR Text Processing Level 2 Medical Audio  
Transcription examination