

Simplistic Solutions Medical Transcription Training Course Syllabus

Here is an outline of the training course syllabus:

Module One

Sent via Priority Mail:

Medical Terminology I - Text book and Interactive CD plus printable flash cards.

Also includes Audio Terms CD.

Anatomy and Physiology CD plus digital version.

Anatomy and Physiology Body Systems CD plus digital version.

Human Physiology CD plus digital version.

Bonus: The Step By Step Guide To Medical Transcription At Home Ebook

Other ebooks included in Module One:

Medical Transcription - An Industry Overview

Grading scale for exams and dictation in pdf format

One Year's Subscription To Taber's Online Medical Dictionary including over 30,000 Audio

Terms – this is a great resource!

Exam Testing at the end of module one:

Medical Terminology I
Anatomy and Physiology

Module Two

Medical Terminology II text book sent Priority Mail

Lessons in module two include:

A Complete and Extensive Guide to Pharmacology digital version, exam at the end of Module Three.

Digital player download for dictation. Option to purchase a foot pedal if you don't wish to use the hot-keys.

Also included, digital versions of:

Specialty Word Lists

Also, lessons on:

Capitalization

Frequently Misspelled Words

Numbers

Punctuation

Basic Formatting

Drugs and Dosages

Formats and Style

Medical Abbreviations

Soundalikes

General Pharmaceutical Abbreviations

Transcribing Tips

Drug Listings

In Module Two you begin with **digital practice dictations** for beginners, which includes, but is not limited to:

Miscellaneous Specialties

Dermatology

Cardiology

Urology

Orthopedic

Psychiatry

Gastroenterology

And too many more to list.

At the end of Module Two you will take your Medical Terminology II Final Exam.

Module Three

You will receive the HIPAA Reference Book, so you will have a full understanding about patient privacy laws.

At the end of this module, you will take your pharmacology exam. All exams are open book, and most exams are due back the same day. You will get answer keys to all the dictation except the final exam in Module Four. You will also send in dictation reports in each module so I can check on your progress. You will have 24 hours to return the final dictation exam. Dictation in Module Three is of an Intermediate Level. You will type specialties such as:

Pulmonary

Cardiology

Radiology

Miscellaneous Specialties

OB/GYN

Otorhinolaryngology

Ophthalmology

Neurology

Psychiatry

Pathology

Endocrinology

Rheumatology

Respiratory

Acute Care and more...

You will also have lessons about:

Error Prone Abbreviations

Proofreading

and last but not least, my full set of productivity videos! These are extremely valuable to you as a medical transcriptionist. We are not talking about simple abbreviation software here; you will have access to a full system that demonstrates how you can type 350+ lines per hour and make much more money! These videos alone could sell for over \$150.00, but you get them free with the course.

Module Four

In Module Four you finish up your dictation practice, which is more advanced, and includes dictation such as:

History and Physicals

Operative Reports

Discharge Summaries

Hospice

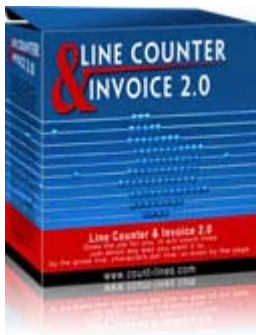
Home Health Care and much, much more.

In Module Four you will take your final dictation exam. This consists of 10 dictated notes with varying levels of difficulty, but by now, you should be able to handle them without a problem!

We also go over Job Seeking/Resume Help/Interviewing Advice and also information about Starting Your Own Medical Transcription Business in this module. You will be given several very informative ebooks, including my latest ebooks:



Plus you will be able to download my Line Count and Invoice Program for free!



You will also receive your Certificate of Completion! 😊

Plus, you also get my ongoing mentorship and support after graduation, with free phone consultations or email help as needed. Your success is my priority!