
	<h2 style="color: #4a7ebb;">The Medical Secretary – An Introduction</h2>	
<p>Develop medical secretarial skills to include terminology covering a wide range of medical specialisms. Gives an introduction to the work of a Medical Secretary including the responsibilities, practices and structure of the various medical departments in hospitals and GP surgeries. Prepares students for AMSPAR examinations.</p>	<p>Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Lesson 6 Lesson 7 Lesson 8 Lesson 9 Lesson 10 Lesson 11 Lesson 12</p> <p>Guideline Study Time: 40hrs</p>	<p>Introduction to GP Practice Introduction to a General Hospital together with Orthopaedic terminology Introduction to Private Practice, Oral and Maxillo-facial Respiration, Cardiology and Drug dosages Gynaecology, Obstetrics and Paediatrics Male Reproduction Systems, the Urinary System and Gastro-Enterology Psychiatry, Psychology and Endocrinology Neurology Dermatology and Gerontology Sensory Organs – Ophthalmology, Ear, Nose and Throat Plastic Surgery, Burns and Oncology Consolidation</p>
	<h2 style="color: #4a7ebb;">Medical Audio Transcription</h2>	
<p>Learn to accurately transcribe documents containing medical terminology from audio dictation.</p>	<p>Lesson 1 : 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 2 : Referral letter to Consultant Dermatologist, letter from ENT Registrar, letter from Senior Registrar to GP, Memo to Community Health Council, Clinic Notice. Lesson 3 : 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 4 : Referral letter from GP, memo from Medical Records Officer, GP letter to Consultant Obstetrician and Gynaecologist, letter to Consultant, memo from Chief Executive.</p> <p>Guideline Study Time 8-10 hrs</p>	