



Medical Transcription Editor Syllabus

Curriculum Description

The Career Step Medical Transcription Editor training program is designed to help students gain the knowledge and skills of medical transcription editors, including both medical transcription and speech recognition editing. Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and knowledgeable student support advisors are available from program start to finish.

Program Orientation

This module provides an overview of training components, instruction on how to navigate the program, and tips and resources for getting the most out of the training program. A syllabus is included, outlining the learning objectives for each module in the program. Information on navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to become a successful medical transcription editor are outlined. The available resources are also presented along with a detailed study guide designed to enable a successful learning experience.

Medical Transcription Editing Industry

This module introduces the student to the dynamic, growing medical transcription editing industry. This module will cover industry trends, speech recognition operations, and medical transcription editors' roles and responsibilities.

Technology and the Medical Professional

In this module, the student will become familiar with basic computer skills, including the use of hardware, software, peripherals, and wireless technology; use of the internet as a resource; and use of various methods for data storage and networking. The student will also study the multiple software and hardware products developed specifically for the healthcare environment.

Keyboard Kinetics

This module teaches the student keyboard basics—which fingers are supposed to touch which keys—and help the student gain efficiency on the keyboard.

Medical Word Building

This module teaches medical word building, including root words, combining forms, prefixes, and suffixes.

Grammar and Punctuation

This module is a refresher of basic English grammar and punctuation rules. Upon completion, the student will be able to recognize and identify proper usage, language, and punctuation.

Anatomy, Pathophysiology, and Disease Processes – Block 1

In the first block of *Anatomy and Disease*, the student will learn basic anatomical structures, specifically studying the skeletal, muscular,

digestive, respiratory, and reproductive systems. Disease entities, diagnosis, and treatment will also be emphasized as the student is introduced to pathophysiology and disease processes. Throughout this module, illustrations of the various systems and structures will be included to increase student understanding.

Anatomy, Pathophysiology, and Disease Processes – Block 2

In the second block of *Anatomy and Disease*, the student will learn basic anatomical structures, specifically studying the urinary, cardiovascular, endocrine, nervous, and integumentary/sensory systems. The student will also study organs of the body in this module. As in the previous Anatomy module, pathophysiology and disease processes will be emphasized, including disease entities, diagnosis, and treatment.

Mastering Medical Language

This module helps the student understand the specialized vocabulary used by healthcare providers and to familiarize the student with a variety of nuances specific to medical language. Specifically, this module will cover word differentiation, abbreviations, plurals, foreign terms, slang, and jargon in medical language.

Pharmacology

This module introduces the student to the science of pharmacology and provides an overview of drug actions and effects, absorption, distribution, metabolism, excretion, drug classifications and formulary. This module also provides the opportunity for the student to see and reference pharmaceutical terms and commonly prescribed drugs in the context of medical reports.

Healthcare Documentation

This module provides the student with an overview of healthcare documentation, including documentation types, report components, and formatting. The student will become familiar with healthcare documentation standards, HIPAA compliance regulations, and the adaptation of the electronic health record (EHR) in institutions throughout the United States and the world.



Upon completion, the student will understand the role of the medical transcription editor in maintaining the integrity and confidentiality of the medical record.

Diagnostic Reports

This module exposes the student to diagnostic reports. The student will take an in-depth look at emergency medicine, physical medicine, radiology, and pathology. Each unit will contain terminology, headings, exercises, and sample reports.

Focus on Medical Specialties

This module introduces the student to the various types of reports medical transcription editors work with, providing an opportunity to study reports from every major medical specialty. This module will expose the student to specialty-specific information, including terminology, abbreviations, types of reports, and document formatting through sample reports, varied exercises, targeted curriculum, and word lists.

Midterm Exam

This module provides an opportunity for self-assessment after completion of the objective modules and before moving on to the practical components of the training program.

Introduction to Transcription

This module smooths the transition from the objective portion of the course to the practical transcription portion. Transcription tips, exercises, and a brief preparatory transcription practicum will prepare the student for the subsequent transcription practicum.

Transcription Clinic Notes

This practicum module provides experience transcribing authentic clinic note dictation. This module is made up of a variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, gastrointestinal (GI), genitourinary (GU), neurology, OB/GYN, oncology, orthopedics, podiatry, family medicine, and primary care.

Transcription Basic Acute Care

This practicum module provides experience following account instructions and transcribing authentic acute care dictation files. This module is made up of basic hospital reports, including radiology, emergency room (ER), discharge summaries, operative reports, procedure notes, consultations, and history and physicals.

Transcription Advanced Acute Care

This practicum module exposes students to various account instructions and acute care files with a high level of difficulty. The module is broken into an in-depth account instructions unit, verbatim instructions unit, radiology unit, complex account instructions unit, and an extremely advanced acute care unit. All dictation is authentic, and the full spectrum of dictator accents and dictation style is covered. The practicum files cover radiology reports, operative reports, consultations, history and physicals, ER reports, discharge summaries, procedure notes, and progress notes.

Approximate Completion Hours

Program Orientation	1
Medical Transcription Editing Industry	5
Technology and the Medical Professional	5
Keyboard Kinetics	10
Medical Word Building	15
Grammar and Punctuation	10
Anatomy, Pathophysiology, and Disease Processes – Block 1	25
Anatomy, Pathophysiology, and Disease Processes – Block 2	20
Mastering Medical Language	5
Pharmacology	15
Healthcare Documentation	10
Diagnostic Reports	20
Focus on Medical Specialties	30
Midterm	.5
Introduction to Transcription	13
Transcription Clinic Notes	105
Transcription Basic Acute Care	100
Transcription Advanced Acute Care	150
Editing Theory	15
Editing Technique	20
Editing Clinic Notes	25
Editing Acute Care	40
Final Exam Preparation	.5
TOTAL	640

Editing Theory

This module introduces the student to the fundamentals of speech recognition and medical transcription editing theory. Specifically, this module will encompass the speech recognition draft and its components, efficiency in the editing process, and the various errors to be aware of when editing.

Editing Technique

This module teaches the student to use speech recognition software. The student becomes familiar with keyboard shortcuts

and basic use of the software as well as advanced skills such as editing during playback. Practice editing authentic medical reports prepares the student for the practicum.

Editing Clinic Notes

This practicum module provides experience editing authentic clinic note dictation. This module is made up of a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, gastrointestinal (GI), OB/GYN, oncology, orthopedics, nephrology, and family medicine.

Editing Acute Care

This practicum module provides experience editing authentic acute care dictation files. This module is made up of basic hospital reports

including ER, discharge summaries, operative reports, procedure notes, consultations, and history and physicals.

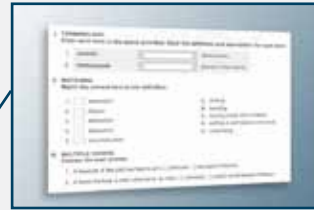
Final Exam Preparation

Upon completion of the program, students will have the opportunity to assess their skills through a final exam. This module contains information about the structure of the exam, tips for passing it, and how to schedule a time to take it.

Tools for an Unparalleled Learning Experience



Intuitive navigation - Simple, intuitive navigation is quick and easy to learn, so students can start making real progress from day one.



Interactive coursework exercises - Coursework contains hundreds of exercises that help students review concepts and simulate the professional medical transcription and medical transcription editing experience, giving them a chance to reflect on their progress.



Practice tools - The course contains online tools that will allow students to practice transcription and editing procedures on hundreds of authentic medical reports using built-in, real-world resources.



Study planner, grade book, & enhanced security - The program offers tools to help students set and track study goals, chart their progress, see results from all exercises and tests, and monitor account access to safeguard their private information.



Images & visual enhancements - Photos, illustrations, as well as many transcription specific forms, documents, charts, and references enhance students' learning experiences.



Games & flashcards - Crossword puzzles, word searches, and flashcards are scattered throughout the course, so students will learn important terminology, concepts, and definitions while having fun!