



# KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF BIOCHEMISTRY

VALUE ADDED COURSE – SYLLABUS

21VBCMT – MEDICAL TRANSCRIPTION

## PAPER I - FUNDAMENTAL CONCEPTS OF MEDICAL TRANSCRIPTION

### Course Objective:

- ❖ The program adopts an intensive study specifically suited to mold successful Medical Transcriptionists in the shortest period of time.
- ❖ Our program carefully balances knowledge of medical science, technical skills and practical experience with the required needs.

UNIT I	4 Hours
What is Transcription; Forms of Transcription in market; its evolution and importance in Eastern country; Soft skills – the software used in transcription. Accent listening and Converting into text, error correcting of converted text – exercises.	
UNIT II	4 Hours
Use, importance and application of Medical Transcription; Abbreviations used in Medicine; Generic Names and Pharmacological classifications (prefixes, suffixes, root words, acronyms, synonyms and commonly used foreign words and phrases); Common Medicines and drugs - an exposure.	
UNIT III	4 Hours
Transcription equipments: Ear phones, Foot pedal, Voice recognition system, Transcription Ergonomics, Medical dictionary. New paradigm of medical treatment using computer, Internet and Website; Language practice using audio files and headphones and simultaneous transcribing	
UNIT IV	4 Hours
Transcription of Healthcare documents; Healthcare records, its purpose and contents; Format of Healthcare documents – Exposure to Legal transcription: Medico Legal – Concepts and Laws/HIPAA; Confidentiality and ethics; Exposure to Insurance claim forms; some exercise on Healthcare forms and Insurance claim forms. Importance of Quality MT education. Exposure to Office transcription, Sample formats and examples. Quality control aspects. Proof reading and Editing. Final report preparation	
UNIT V	4 Hours
Growth in Medical Transcription - Employment opportunities-Dynamics of Medical Transcription, Work environment. MT role in patient care, Attributes of Medical transcriptionist, List of documents and important note for transcribers	
<b>Total Hours</b>	<b>20 Hours</b>

### Reference Books:

1. Medical Office Transcription –An Introduction to Medical Transcription by Karonne Becklin and Edith Sunnorbory. McGraw Hill Publication 2015.
2. Medical Transcription –The What, Why and How by Dr.B.S.PavanKumar.

### Course Outcomes: On Completion of this course the students will be able to

- Understand the Employment opportunities of life sciences and to become the Medical transcriptionist



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## PAPER II - ANATOMY AND PHYSIOLOGY (20 HOURS)

### OBJECTIVES:

- Learn about the structure, functions and pathology of different organs in the human body system.
- Able to demonstrate a basic understanding of the mechanisms of human body

<b>UNIT I</b>		3 Hours
Introduction, Anatomy, Physiology and Pathology of Digestive system, Urinary system, Blood and Lymphatic system		
<b>UNIT II</b>		3 Hours
Introduction, Anatomy, Physiology and Pathology of Nervous system, Cardiovascular system and Musculo-skeletal system		
<b>UNIT III</b>		4 Hours
Introduction, Anatomy, Physiology and Pathology of, Skin, Eye, Ear, Nose and Throat. An overview of Oncology		
<b>UNIT IV</b>		5 Hours
Introduction, Anatomy, Physiology and Pathology of Respiratory system, Endocrine system and Immune system		
<b>UNIT V</b>		5 Hours
Introduction, Anatomy, Physiology and Pathology of Male and Female Reproductive system, Importance of Quality MT Education and Exposure to Office transcription.		
<b>Total Hours</b>		20 Hours

### Reference Books:

1. Dr. C.C. Chatterjee, Human Physiology - Volume I and II, 11th edition, Medical Allied Agency, 1992.
2. SaradaSubramanyam, K.MadhavanKutty and H.D.Singh -Text Book of Human Physiology, S.Chand & Company, 1996.

**Course Outcome:** On Completion of this course the students will be able to

- Gain basic knowledge with the anatomy and physiology of human system



  
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