

Medical Secretary – An Introduction



INTRODUCTION

The Medical Secretary – An Introduction is divided into three sub-courses with total of 12 lessons covers all the relevant terminology and documentation, and will familiarize candidates with the responsibilities, practice and structure of hospital medical departments and GP practices.

On this particular medical secretary course candidates learn how to complete a complex array of administrative and technical tasks, in the most accurate and timely manner, including compiling confidential letters, typing reports for patient records, assisting with medical journals and keeping the office running efficiently.

With this first-class medical secretary course – the Course advisors are professional licensed doctor and well qualified word processor and English tutor to give extra support and advice should you need it.

This course also covers part of the OCR and City & Guilds Level 2 Award in Medical Terminology.

Target Audience

This course is ideally suited for anyone who currently working and/or intends to work as secretary and improve their technical skills in medical field.

Learning Outcomes

By the end of the course, candidates should be familiar with:

- Medical Terminologies on 18 medical specialism (Cardiology, Dermatology, Gynaecology, Obstetrics, Paediatrics, Neorology and more)
- The work of a medical secretary in General Practice
- The work of a medical secretary in different hospital departments
- Associated documentation

Learning Outcome

Medical Secretary – An Introduction 1

- Know the general requirements of a medical secretary when working in general practice (primary health care), hospital department, private practice and cardiology department
- Be familiar with standard letter layout
- Accurately produce documents as instructed
- Know the medical terminology and abbreviations covered (i.e., orthopaedic, oral, maxillofacial and cardiac and respiratory)
- Recognise the amendment and correction signs used
- Accurately answer the self-assessment test

Medical Secretary – An Introduction 2

- Know the general requirements of a medical secretary when working in the Gynaecology, Obstetric and Pediatric, Pschiatric, Psychology, Endocrinology and Neurology departments
- Know the general requirements of a medical secretary when working in hospital departments associated with male reproduction, urinary system and gastro-enterology
- Accurately produce documents as instructed
- Know the medical terminology and abbreviations covered
- Recognise the amendment and correction signs used
- Accurately answer the self-assessment test

Medical Secretary – An Introduction 3

- Know the general requirements of a medical secretary when working in the Dermatology and Gerontology, Plastic Surgery, Burns and Oncology departments
- Know the general requirements of a medical secretary when working in hospital departments associated with the sensory organs, ie the Ophthalmology and ENT Departments
- Accurately produce documents as instructed
- Know the medical terminology and abbreviations covered
- Recognise the amendment and correction signs used
- Complete variety of documents related to general revision
- Accurately answer the self-assessment test

Course Methodology and Teaching Guide

- Course will be delivered by two trainers:
- Medical Practitioner / Doctor
- To introduce and explain medical terminologies and diagrams
- Business Support Skills / Soft Skills Trainer / Word Processor
- To assist on Document production.