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المركز الدولي للاستشارات الطبية Al Dawli Health Consultations Center



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LONDON - UK

Medical Transcription Diploma

Accredited program by Nottinghill College, London, UK

Medical Transcription (MT) is an allied health profession which deals in the process of transcription dictated by doctors into text format.

Become capable to describe the importance of confidential nature of medical reports.



Duration

12 weeks full-time,
15 weeks part-time

For more information

<http://www.cme4uae.com>

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**Al Dawli
Health Consultations Center
Accredited Course Provider
by
Notting Hill College-London-UK**

**MEDICAL
TRANSCRIPTION
DIPLOMA**



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Contents

Program General Information.....	4
Program Title	4
Program level.....	4
Credits earn.....	4
Duration	4
Clock hours.....	4
Class Hour	4
Actual fees	4
Delivery format	4
No of students enrolled in the last academic year.....	4
Program Marketing.....	4
Target students	4
Marketing Strategy	4
Program Admission.....	4
Minimum number of student per class.....	4
Maximum number of student per class	4
Enrolment procedures	5
Refunding policy	5
Complaint Procedures.....	6
Attendance policy	6
Certificate procedures	6
Program mission	7
Program Objectives.....	Error! Bookmark not defined.
Learning Outcomes	7
Program prerequisite	7
Specific Courses Pre-requisite.....	7
Program Content (Courses).....	7
Faculty teaching Qualifications	9
Class room technology.....	10
Competencies developed during the learning process.....	10
Teaching methodology.....	10
Language of instruction	10
Recommended references (if applicable)	10



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Program General Information

Program Title: -

Medical Transcription Diploma

Program level

Professional certificate diploma

Credits earn

26 credit hour

Duration

12 week full-time, 15 weeks part-time

Clock hours

1 credit hour equal to 1 contact hour theory, 1.5 contact hour lab skills

Class Hour

5 lecture per week, 15 contact hours weekly

Actual fees

5000 AED

Delivery format

Class-room based classes, lab sessions and practical

No of students enrolled in the last academic year

NA

Program Marketing

Target students

This course is specifically designed for individuals who are interested developing a career as a Medical Transcriber.

Medical Transcription is a growing industry and individuals may either join a Medical Transcription company or work in their own homes.

Marketing Strategy

Advertisement at "newspapers, website, etc", brochures, flyers and direct contact to the hospitals and health care facilities.

Program Admission

Minimum number of students per class

3 students

Maximum number of students per class

10 students

Enrolment procedures

Step 1: Complete the Application Form.

Step 2: Send application form together with the following items:

- a) Registration fees 250 AED
- b) Copies of your highest academic certificate and transcripts
- c) Copy of your passport
- d) 2 recent passport-sized photographs

Step 3:

Fees: can be paid by bank draft, cheque, bank transfer or cash in UAE Dirham's.

Deposits: Once you have received acceptance letter student are required to pay a deposit to reserve a place on the course. The deposit is applied towards tuition fees and is non-refundable except in case of course schedule time is changed by the center.

Early Payment Discounts: We have introduced Early Payment Discounts to help those applicants who need to plan ahead. If the students have been accepted onto a course and wish to receive this discount all he/she have to do is pay the course full amount and will then be guaranteed a reduction of 10% on the total tuition fees.

Installment Scheme: fees can be paid in two installments: 50% deposit before the beginning of the course, 50% before the second month.

Refunding policy

Refunds payable are subject to the following guidelines:

- **Registration Fee:** The Registration Fee is non-refundable except under the following circumstances: A 100% refund of AED 250 will be provided where an offer of admission is withdrawn; where we cannot deliver a unit/course.
- **Tuition Fees:** Tuition fees are non-refundable except under the following circumstances:
 - A 100% refund of tuition fees will be provided where an offer of admission is withdrawn; where we cannot deliver a unit/course.
 - A 50% refund of tuition fees will be provided where a student provides notification of withdrawal from a course/unit by submitting a completed and signed copy of the Change of enrolment/Withdrawal form to the Office within the first two weeks of the semester/trimester. Where a student withdraws from the course/unit after the second week of the semester/trimester, there will be no refund of tuition fees except as defined above. Where a student is required to withdraw from the university as a result of academic misconduct or violation of the Code of Conduct, all tuition and other fees remain payable without refund.



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Complaint Procedures

Our aim is to deal with any problems and difficulties quickly and fairly. We will do this by monitoring all complaints and suggestions to help us identify what is going wrong and how we can improve and by having a system which:

1. is easily accessible and well publicized.
2. is simple to understand and use.
3. is speedy, with established time limits for action, and keeps people informed of progress.
4. provides information to management so that services can be improved.

Our complaint procedures cover all aspects of our services including:

- the registration and provision of information.
- our services
- advice on company issues, and
- our general support of customers.

Our staff will do all they can to resolve the difficulty. If our staff fails to satisfy your concerns then please contact our Executive Director, at our main office. Mrs. Rania Alassam, Executive Director, Email: ralassam@aldawlihcc.com , or you may write to the CEO in our Main Office

Attendance policy

Students are expected to attend and fully participate in all classes. 80 percent attendance will be required in each course registered, or the student will be given "I" or an incomplete status in the official grade form and must repeat that particular course. If the student's absence reaches ten percent of the total scheduled lectures in individual subjects, he/she will be issued a first probation. If a student's absence record reaches 15 percent, s/he will be given a second probation, and if the student's absence reaches 20 percent, he/she will receive an "F" grade

Certificate procedures

A total of 26 Credits are required to graduate from the Program after passing the final exam of each course with minimum of 60%



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Program mission

To understand and accurately transcribe dictated reports, medical transcriptionists must understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments. They also must be able to translate medical jargon and abbreviations into their expanded forms. To help identify terms appropriately, transcriptionists refer to standard medical reference materials. Medical transcriptionists must comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.

Medical Transcriptionists need to develop specialized skills in medical language and documentation so they can interpret doctors' and other health professionals' notes and transcribes them into a legible document. As Medical Transcriptionists play an important role in keeping patient's records organized and reducing medical error, they could work almost anywhere in the health care industry where dictation is required.

Program prerequisite

Basic knowledge in computer and good English language spoken and writing

Specific Courses Pre-requisite

High Secondary school Certificate

Program Content (Courses)

Course No	Course Title	Contact Hour		Credit hour
		T	P	
MT-001	Medical Style and Grammar	2	1	3
MT -002	Medical Terminology	3		3
MT -003	Anatomy and Physiology	2		2
MT -004	Concepts of Disease	2		2
MT -005	Pharmacology & Laboratory Medicine	2		2
MT -006	Medical Transcription Technology	2	1	3
MT -007	Medico-legal Aspects of the Healthcare Record	2		2
MT -008	Beginning Medical Transcription	2		2



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MT -009	Intermediate Medical Transcription	2		2
MT -010	Advance Medical Transcription	2		2
MT-011	Medical Transcription Practicum		6	6
MT-012	Professional Development	2		2

* T= theory, P=practical

1. Medical Style and Grammar

The study, synthesis, and application of the rules of English language and medical transcription style as reflected by the AHDI Book of Style or other medical style manuals such as the AMA Manual of Style.

2. Medical Terminology

A study of medical terminology related to healthcare professionals, including word structure and formation, medical terms, their abbreviations, meanings, and appropriate spellings. Language from all body systems and major medical specialties and terms related to anatomy and physiology and major disease processes will be covered.

3. Anatomy and Physiology

A study of the essential anatomy and physiology of the human body, with an introduction of some aspects of chemistry and microbiology related to healthcare.

4. Concepts of Disease

A survey of the fundamental nature of disease and its treatment, studying common human diseases and conditions including etiology, signs and symptoms, diagnostic and treatment modalities, prognoses, and prevention.

5. Pharmacology & Laboratory Medicine

A study of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings.

6. Medical Transcription Technology

This coursework is designed to introduce Students to computers, word processing applications, dictation and transcription equipment and related technologies, and to develop computer skills and proficiency. It is designed to study, synthesize, and apply technologies used in healthcare documentation, as well as to stimulate an awareness of related emerging technologies.

7. Medico-legal Aspects of the Healthcare Record



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Introduction to healthcare documentation, including the voluntary and regulatory standards related to the healthcare record and medical transcription and the study and application of medico-legal concepts and ethics in the medical transcription profession.

8. Beginning Medical Transcription

Transcription of basic healthcare dictation, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards.

9. Intermediate Medical Transcription

Transcription of intermediate original healthcare dictation; using intermediate proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards.

10. Advanced Medical Transcription

Transcription of advanced original healthcare dictation; using advanced proofreading, editing, and research skills, while meeting progressively demanding accuracy and productivity standards.

11. Medical Transcription Practicum

A minimum of 100 transcription hours in an externship or simulated professional practice setting, emphasizing a variety of healthcare documents.

12. Professional Development

Development of professional work behaviors, analysis of the dynamics of the work environment, and exploration of professional development and career opportunities.

Faculty teaching Qualifications

Al Dawli employs competent faculty members qualified to accomplish the mission and goals of the program. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

Faculty teaching general education courses at the diploma/course/certificate should have a minimum of master's degree in the teaching discipline.



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Class room technology

Al Dawli Class room are equipped with an instructor's laptop connected to 50 inch plasma TV, a portable LCD projector, White board "240x120 cm", Computer lab contain 5 desktop. The Center connected with high speed network as well as wireless system.

Competencies developed during the learning process

The Medical Transcription courses should prepare individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services. Students should gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Teaching methodology

Different teaching methodologies are used according to course content and outcomes such as:- Traditional teaching methods (lectures – presentation), Problem based learning (PBL), Team based learning (TBL), Laboratory practice, Training application.

Language of instruction

English language

Recommended references (if applicable)

1. Medical Transcription: Techniques and Procedures Marcy O. Diehl BVE CMA-A CMT AHDI-F (Author)
2. Medical Transcription: Fundamentals and Practice (3rd Edition)
3. Medical Transcriptionist's Desk Reference ,Carolyn Collins-Gates
4. Medical Transcription Guide: Do's and Don'ts ,Marcy O. Diehl BVE CMA-A CMT AHDI-F (Author)
5. How to Become a Medical Transcriptionist ,George Morton CMT (Author)