

School Catalog  
2012-2013

# Medical Transcription & Editing



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**Design/Layout Staff** Connie Hunsader  
Sandy Petersen  
D. Brent Hauseman

**Cover design** Lee Miles

# **Medical Transcription & Editing School Catalog 2012 – 2013**

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# Contents

## **General Information**

Mission Statement .....	1
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## **Authority to Operate and Accreditation**

Admissions .....	1
Tuition and Fees .....	2
Enrollment Period Limits and Leaves of Absence .....	2
Method.....	3
Academic Code of Conduct for the Distance Education Student .....	3
Academic Progress .....	4
Grading System.....	4
Dean's List.....	4
Graduation Requirements .....	4
Transfer of Credit .....	4
Student Services .....	5
School Holiday Schedule.....	6
Professional Membership and Certification .....	6
School Grievance/Complaint Policy .....	6
Withdrawal and Termination.....	7
Refund Policy .....	8

## **Medical Transcription and Editing Program**

Objectives of the Program .....	9
Program Outline .....	10

## **Faculty and Administrative Personnel**

Faculty.....	20
Administration .....	20





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## GENERAL INFORMATION

### MISSION STATEMENT

At-Home Professions' mission is to be the leader in work-at-home education. Our administration, faculty and staff are committed to training people to work at home in well-paying professions. AHP offers distance-learning courses of the highest quality and best value, and our employees provide exceptional service by focusing on student satisfaction and success.

Since its founding, the school has trained thousands of students with its unique home study methods, many of whom are now successfully working at home in their chosen occupations.

### AUTHORITY TO OPERATE AND ACCREDITATION

At-Home Professions is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools Board. In addition, At-Home Professions is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado, 80525.

The school is owned by Weston Enterprises, Inc., a private corporation which is wholly owned by its founders Pamela L. Weston and Earl J. Weston, who are the sole members of the Board of Directors. The school operates as a distance education institution and does not offer resident classes.

### ADMISSIONS

At-Home Professions is an equal opportunity institution and admits applicants without regard to race, religion, sex, age, color, national origin, physical disability, or place of residence, to anyone who meets the admission standards and can benefit from the training.

To qualify for admission to the school, an applicant must:

1. Be a high school graduate, hold a state-approved GED Equivalency or its equivalent, have completed college-level course work, or otherwise demonstrate ability to perform postsecondary course work (including test evidence).
2. Be able to type by touch before beginning Lesson 21.
3. Complete and submit an enrollment application for admission to the school together with the required payment.

The school accepts admissions on any regular business day. Students under 18 years of age must have signature of parent or guardian. Students under 16 years of age will not be accepted. The applicant will receive prompt notification of acceptance or rejection of admission. The enrollment period begins when the Enrollment Application is accepted by the school.



Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and; b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### TUITION AND FEES

The tuition and materials cost for each course in the Medical Transcription & Editing Program is \$499.00. This includes the registration fee (which is part of the tuition), tuition, lesson texts, CDs, flashcards and all other instructional materials listed on the Instruction and Materials Schedule. This does not include computers, transcribing equipment or other business machines; shipping; postage for students to submit assignments; or specialized reference publications normally available at medical or public libraries. The mailing costs of graded assignments mailed to the student are paid by the school.

Tuition and Registration or Application Charge/Fee:

\$338 per Course for Five Courses	1,690.00
Foundational Skills Lessons	256.00
Medical Reports Lessons	228.00
Textbook: Anatomy and Physiology	35.00
Flashcard Kits	251.00
Home Business Guides	25.00
Course Organizers	10.00
<b>Total Tuition and Registration</b>	<b>\$2,495.00</b>
Plus Shipping and Handling of \$8.99 per course	44.95
<b>Total Tuition and Fees</b>	<b>\$2,539.95</b>

### ENROLLMENT PERIOD LIMITS AND LEAVES OF ABSENCE

Students may begin their enrollment period on any business day, and may progress at their own pace, but must complete the course work contained in the period of enrollment within 36 months. Enrollment may be extended for an additional enrollment period without additional charges.

Students who are temporarily unable to continue their programs due to personal circumstances or emergencies may be granted a leave of absence of up to six months. During a leave of absence, a student’s enrollment period is placed “on hold.” At the end of the designated period, students are expected to resume course work.

To receive a leave of absence, a request letter must be written to the Director of Student Services, stating the reasons for the request and the time period of leave requested (not to exceed six months). Should circumstances change at any time during the leave period, students may notify the school that they wish to end their leave of absence, and they may resume course work at that time.





## **METHOD**

This Educational Program is specifically designed for guided independent study through distance education. This approach requires constant effort on the part of the student, encouraged by frequent evaluation by the instructors. Each course includes written lessons and instructional materials with clear directions for the learning assignments to be completed. Demonstration of mastery of this instruction by the student is accomplished by self-study activities which enable the student to evaluate progress. Evaluations of required assignments are recorded by the school and form a part of the student's permanent record. Correction and constructive criticism of submitted assignments by the instructors reflect the measure of progress for each student and may point out areas needing special attention.

## **ACADEMIC CODE OF CONDUCT FOR THE DISTANCE EDUCATION STUDENT**

As a student of a DETC-accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Accrediting Commission of the Distance Education and Training Council, the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).
3. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.
5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.
8. Never divulge my online username or password (where applicable).



## ACADEMIC PROGRESS

Students' progress is monitored by the instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

## GRADING SYSTEM

The school uses a number-letter system of grading, with number grades being assigned to mail-in assignments and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of mail-in assignments.

Numerical Grade	Letter Grade	Rating
92-100	A	Excellent
85-91	B	Good
75-84	C	Average
70-74	D	Passing
Below 70	F	Fail (no credit)
	I	Incomplete

## DEAN'S LIST

If you obtain a grade point average of 93 or higher in the program, you will be awarded a seat on the At-Home Professions Dean's List. Your name will appear on our Dean's List if you previously granted approval in writing.

## GRADUATION REQUIREMENTS

In order to graduate and receive a diploma\*, students must be current in tuition payments, submit all mail-in assignments and achieve a weighted numerical grade of at least 70% on these assignments. (\*South Carolina graduates will receive a certificate of completion.)

## TRANSFER OF CREDIT

Due to the unique nature of At-Home Professions' programs, and the fact that At-Home Professions' instructors must verify that the school's standards have been met, students are not permitted to transfer credit in for any of the instruction. To earn a diploma, each student must complete all of the lessons.

The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree course, final grade, credits per course, type of accreditation, age of credits, etc. Courses in At-Home Professions' certificate program may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. At-Home Professions does not imply or guarantee the transferability of credits from its certificate program.



## STUDENT SERVICES

Graduate Support: As a leading distance education institution specializing in preparing students for vocational careers, At-Home Professions has a strong commitment to the success of its graduates. In addition to the *Career Starter Kit* provided in Course 5, At-Home Professions employs graduate counselors to assist graduates with their job search skills. Our staff is well-trained and ready to assist graduates with advice, training in job search techniques, résumé review, interviewing skills, marketing skills, presentation skills and networking. The graduate counseling service is available to all At-Home Professions graduates. A graduate is defined as an At-Home Professions student who: 1) has successfully completed all coursework, and 2) successfully maintains their tuition payment obligation.

While graduate support and career counseling is provided, it is understood that the school does not provide placement services and cannot promise or guarantee employment to any student or graduate. Prospective students, students and graduates are expected to investigate licensing, certification or other professional designations.

Individual Assistance: Students may receive individual instructional assistance at any time by writing or calling the school. Calls should be placed between 7:00 a.m. and 5:00 p.m. Mountain time (9:00 a.m. to 7:00 p.m. Eastern time) Monday through Thursday, and 7:00 a.m. and 3:00 p.m. Mountain time (9:00 a.m. to 5:00 p.m. Eastern time) on Friday. Requests for assistance will be answered by the faculty or school staff member best qualified to provide the assistance requested.

Records: Permanent academic records are maintained for all students. Complete individual records will be maintained for a period of five years following the end of the last enrollment period, graduation or withdrawal. Students' transcripts will be maintained for a period of fifty years following the student's graduation, termination or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student.

Transcripts: Transcripts of academic records are available to the student, or can be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$5.00 fee for each transcript requested.

Educational Surveys: At-Home Professions conducts student and graduate surveys to help evaluate student satisfaction and effectiveness of the educational programs. The results of these surveys help the school in determining how well student goals and educational goals of the school are being achieved.

Learning Resources: Students are provided with all course and instructional materials necessary to complete the course work. This does not include computers, transcribing equipment, or other business machines; shipping; internet access; or specialized reference publications normally available at medical or public libraries. Students are encouraged to make use of resources available to them in their communities. These include public, private, and professional libraries and research facilities. For course-related problems, students should request help from school staff members in locating specific sources.

Financial Aid: Students who may have an employer, former employer or other third party that will assist in paying tuition should contact our Financial Aid Officer at (800) 359-3455, ext. 6330.

Military Education Benefits: At-Home Professions is an approved provider of military/veteran education benefits. For additional assistance, please call our Financial Aid Officer at (800) 359-3455, ext. 6330.



## SCHOOL HOLIDAY SCHEDULE

At-Home Professions will be closed the following dates:

<u>2012</u>	<u>2013</u>
February 20, 2012	January 1, 2013
May 28, 2012	February 18, 2013
July 4, 2012	May 27, 2013
September 3, 2012	July 4, 2013
November 22, 2012	September 2, 2013
November 23, 2012	November 21, 2013
December 24, 2012	November 22, 2013
December 25, 2012	December 24, 2013
December 31, 2012	December 25, 2013
	December 31, 2013

## PROFESSIONAL MEMBERSHIP AND CERTIFICATION

Association for Healthcare Documentation Integrity (AHDI) The Association for Healthcare Documentation Integrity (AHDI), offers many educational opportunities and benefits to medical transcriptionists and medical transcription students, including local chapter meetings, webinars, newsletters, professional journals, continuing education opportunities and a voluntary certification program. If you wish to become a member of AHDI, you may contact them at: [www.ahdionline.org](http://www.ahdionline.org) or call (800) 982-2182.

## SCHOOL GRIEVANCE/COMPLAINT POLICY

At-Home Professions focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Vice President of Student Affairs.

A valid complaint is defined as written notification to the school by a student that one of the following have occurred:

- An error affecting student enrollment, academic, administrative or payment;
- Poor quality pre-enrollment, academic, administrative or payment service;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/state acceptable guidelines;
- School's failure to follow DETC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.



Students accept there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate such as grading, assignment requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Please send your complaint to:

At-Home Professions  
ATTN: Vice President of Student Affairs  
2001 Lowe Street  
Fort Collins, CO 80525

Your complaint should include your:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current e-mail address (if available), 6) a description of the complaint including pertinent details (dates, who you spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Vice President of Student Affairs will conduct an investigation into your complaint. The Vice President of Student Affairs will respond in writing to your complaint within 30 days of its receipt.

If you have a complaint that is not satisfactorily handled by At-Home Professions, you may file a written complaint with the Colorado Division of Private Occupational Schools online at [www.state.co.us/dpos](http://www.state.co.us/dpos) or by requesting a complaint form at (303) 866-2723. There is a 2-year limit for the Division to take action on a complaint. You may also contact the DETC at <http://www.detc.org/complaints.html>.

## **WITHDRAWAL AND TERMINATION**

Any request to withdraw from enrollment will be honored on the date received. Upon withdrawal or termination, any refund due in accordance with the Tuition Refund Policy printed on the Enrollment Application and in this catalog will be made to the student.

At-Home Professions may terminate a student from any program for the following reasons:

- Failure to demonstrate reasonable and successful progress.
- Failure to submit assignments in accordance with specified standards.
- Plagiarism or falsification of records, transcripts, or course work documents submitted for review or credit.
- False statements with regard to personal history, educational record, or dates of enrollment.
- Failure to maintain a tuition payment agreement.
- Failure to maintain Academic Code of Conduct for the Distance Education Student.



## REFUND POLICY

**Seven-Day Cancellation Period:** All fees paid by a student will be refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having enrolled.

**After the seven-day cancellation period, the following refund policy will apply:**

1. The \$150 registration fee will be kept by the school.
2. All other tuition and fees paid will be refunded according to the following schedule. A lesson assignment is considered completed when the school receives it from the student for grading purposes.
  - a. If a student withdraws before completing 11% of the lesson assignments in a course within the program, the school will refund the student 90% of the tuition.
  - b. If a student withdraws after completing 11% or more of the lesson assignments in a course within the program, but before completing 26% of the lesson assignments, the school will refund the student 75% of the tuition.
  - c. If a student withdraws after completing 26% or more of the lesson assignments in a course within the program, but before completing 51% of the lesson assignments, the school will refund the student 50% of the tuition.
  - d. If a student withdraws after completing 51% or more of the lesson assignments in a course within the program, but before completing 76% of the lesson assignments, the school will refund the student 25% of the tuition.
  - e. If a student withdraws after completing 76% or more of the lesson assignments in a course within the program, no tuition will be refunded.
3. If the student has not completed an individual course within the program in 12 months of course delivery to the student, the school is entitled to the full tuition and no refund will be issued.

Refunds will be made within 30 days of termination



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## **MEDICAL TRANSCRIPTION AND EDITING PROGRAM**

### **1395 CLOCK HOURS**

#### **OBJECTIVES OF THE PROGRAM**

The Medical Transcription & Editing Program contains instruction which prepares students to complete medical reports. From that solid base of knowledge and skills gained, students then prepare or edit actual medical reports which meet professional standards, under the direction of qualified instructors. In producing documents and reports which do meet high standards as a part of the regular course work, students have solid evidence to show prospective employers which clearly demonstrates competency to perform medical transcription and editing assignments at the entry level.

The transcription program is designed to be completed in five months with regular daily attention to the lessons.

Students must be able to type by touch in order to begin the Medical Transcription & Editing Program, and it is recommended that they attain a typing speed of at least 45 wpm by the time they complete the training as this is the speed required by some employers.

The course work in the learning programs will enable students to gain:

- Complete skills required for entry-level competency in the medical transcription and editing field.
- Operating knowledge of procedures and principles for setting up a home-based transcription business, and/or apply the skills and knowledge gained in the doctor's office or hospital setting.
- The ability to deal effectively with professionals in the fields served and the ability to carry out the transactions necessary to conduct the business.



## PROGRAM OUTLINE

### COURSE ONE 131 CLOCK HOURS

LESSONS	SUBMITTED ASSIGNMENTS
<b>Lesson 1: Welcome to the Exciting World of Medical Transcription</b> Discover the important role that medical transcriptionists play in the healthcare industry.	
<b>Lesson 2: Word Parts and Root Words</b> Medical terms are built from word parts. Begin to master medical terminology with a simple, word-building system that will teach you to pronounce and spell common medical root words.	<b>Quiz 1</b>
<b>Lesson 3: Prefixes and Suffixes</b> Explore common prefixes and suffixes used with medical terms and how they can change the meaning of the medical term. Practice pronouncing and writing medical terms using prefixes and suffixes.	<b>Quiz 2</b>
<b>Lesson 4: Divide Medical Terms</b> Discover simple ways to define medical terms by easily dividing them into word parts.	
<b>Lesson 5: Combine Medical Terms</b> Discover the ease of creating a medical term from smaller, everyday word parts.	<b>Quiz 3</b>
<b>Lesson 6: Listening Skills</b> Learn to spell what you hear—the easy way to master words with silent letters and letters that sound alike in dictation.	
<b>Lesson 7: Forming Plurals</b> Form plurals of English words, and apply simple rules for forming plurals of medical terms.	<b>Quiz 4</b>
<b>Lesson 8: Proper Names and Acronyms</b> Explore real medical transcription to see how proper names and acronyms are written. Learn commonly used proper names and acronyms used in the medical industry.	
<b>Lesson 9: Abbreviations and Numbers</b> Practice writing common medical abbreviations and numbers that you'll use in your transcription work.	<b>Quiz 5</b>



**COURSE ONE  
(CONTINUED)**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<p><b>Lesson 10: Medical Capitalization and Medical Punctuation</b>                      Learn when to capitalize words as a medical transcriptionist. Become skilled at medical punctuation—even when the doctor does not dictate punctuation. Discover easy punctuation guidelines.</p>	<b>Quiz 6</b>

**Course One Supplements**

- Course 1 Medical Transcription Flashcards
- Quick Learn Guide for Punctuation and Formatting
- Medical Terminology CD
- Typing Tutorial CD-ROM
- CD Organizer
- Tote Bag



**COURSE TWO  
218 CLOCK HOURS**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 11: Grammar Basics</b> This lesson reviews the basics of grammar and guidelines to ensure your transcription is grammatically correct.	
<b>Lesson 12: Listening Skills: Opposites and Sound Alikes</b> Discover frequently used and misspelled antonyms and sound-alike words found in the medical field. Learn how to identify the correct sound-alike word.	<b>Quiz 7</b>
<b>Lesson 13: Overview of Human Biology</b> Review biology basics that will provide a solid foundation for understanding the terms used in medical records.	
<b>Lesson 14: Anatomy: Locate Parts of the Body</b> Become skilled at the terms doctors use to describe the location of body parts.	<b>Quiz 8</b>
<b>Lesson 15: Anatomy: Landmarks, Divisions and Body Cavities</b> Practice locating anatomical landmarks and use these terms to describe locations on the body surface. Identify the body cavities that protect organs and keep them in a constant location.	<b>Quiz 9</b>
<b>Lesson 16: Anatomy and Function of a Cell</b> Explore the fascinating parts of cells and the critical role each part plays. Learn how cells gain nourishment and excrete wastes, reproduce and adapt to varying conditions.	<b>Quiz 10</b>
<b>Lesson 17: Tissues and Organ Systems</b> Find out how cells form tissues, as well as the anatomy and functions of the various kinds of tissues. Study the organs of the body, their anatomy and their functions.	
<b>Lesson 18: Specialists</b> Advance your pronunciation skills, and learn how to write medical specialist titles. Study how to properly write medical credentials and degrees.	<b>Quiz 11</b>
<b>Lesson 19: Disease Processes</b> Learn to pronounce and write pathological terms (terms about disease) and etiology (the causes of disease). Discover how the body responds to injuries and abnormalities.	<b>Quiz 12</b>

**COURSE TWO  
(CONTINUED)**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 20: The Pharmacy and Clinical Laboratory</b> Explore the language of the pharmacy, systems of measurement and information on the clinical laboratory.	
<b>Lesson 21: Medical Reports</b> All in this lesson—learn about the various types of medical reports you’ll use as a transcriptionist, including the Basic Four. Practice formatting a History and Physical Examination (H&P) report—from headings to report contents.	
<b>Lesson 22: Healthcare Records</b> Explore the core record of the medical industry—the healthcare record. From paper records to electronic healthcare records, study regulations on how to store, amend, archive and destroy them. Learn the security-related issues concerning healthcare records.	<b>Quiz 13</b>

**Course Two Supplements**

Course 2 Flashcards

Medical Terminology CDs

*HIPAA Supplement*

*JCAHO Regulations Supplement*

*Stedman’s Medical Dictionary with CD-ROM*

*Professional Development Series: Part I*

*Computer Basics Supplement*



**COURSE THREE  
354 CLOCK HOURS**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 23: Transcribing Skills</b> Practice deciphering dictation errors, correct transcription errors, explore artifacts (artificial sounds on dictation) and tricks for understanding unfamiliar accents. Learn to detect format errors, spelling and context errors and numerical errors in test results.	
<b>Lesson 24: The Medical Transcriptionist's Tool Box</b> Begin equipping your medical transcriptionist's tool box with research skills. Develop your listening skills, and stock up on easy-to-use resources.	<b>Quiz 14</b>
<b>Lesson 25: Electronic Health Records</b> Become familiar with electronic health records and how medical records are transitioning to an all-electronic computer-based system.	
<b>Lesson 26: Integumentary System</b> Explore the integumentary (skin) system—anatomy and physiology terms, medications, tests and procedures used to treat skin disorders. Transcribe chart notes, H&P reports and consultation reports for skin diseases.	<b>Quiz 15—Reports</b>
<b>Lesson 27: Musculoskeletal System</b> Study the musculoskeletal system—anatomy and physiology terms, medications, tests and procedures used to treat musculoskeletal problems. Transcribe chart notes, H&P reports and consultation reports for diseases of the muscles and bones.	<b>Quiz 16—Reports</b>
<b>Lesson 28: Neurological System</b> Learn about the neurological system—study anatomy and physiology terms for the nervous system, as well as medications, tests and procedures used to treat nervous system disorders. Transcribe chart notes, H&P reports and consultation reports for nervous system diseases.	<b>Quiz 17—Reports</b>
<b>Lesson 29: Cardiovascular System</b> Discover the anatomical and physiological terms related to the cardiovascular system, as well as medications, tests and procedures used to treat cardiovascular disorders. Transcribe chart notes and Big Four reports for cardiovascular diseases.	<b>Quiz 18—Reports</b>



**COURSE THREE  
(CONTINUED)**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<p><b>Lesson 30: Immune System and Respiratory System</b> Take a deep look into the immune and respiratory systems as you study the anatomical and physiological terms, medications and the tests and procedures used to treat disorders of these systems. Transcribe chart notes and Big Four reports for diseases of the immune and respiratory systems.</p>	<p><b>Quiz 19—Reports</b></p>
<p><b>Lesson 31: Gastrointestinal System</b> Explore the gastrointestinal system—from anatomical and physiological terms to medications, tests and procedures used to treat digestive problems. Transcribe chart notes and Big Four reports for gastrointestinal disorders.</p>	
<p><b>Lesson 32: Genitourinary System</b> Study anatomy and physiology terms for the genitourinary system, along with medications, tests and procedures used to treat urinary diseases and male reproductive problems. Transcribe chart notes and Big Four reports related to these systems.</p>	<p><b>Quiz 20—Reports</b></p>

**Course Three Supplements**

*Computers—A Buyer's and User's Guide*

Course 3 Flashcards

*Anatomy and Physiology Textbook*

Medical Transcription Alphabetical Flashcards

Medical Dictation CDs

*Professional Development Series: Part II*

CD Organizer



**COURSE FOUR  
332 CLOCK HOURS**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 33: Transcription Technology</b> Discover the latest trends in medical transcription. Learn to use transcription technology to make you a more effective and efficient transcriptionist. Discover keyboarding shortcuts, productivity software, online tool and more!	<b>Quiz 21</b>
<b>Lesson 34: Reproductive System</b> Explore the medical terms used for female reproductive system—from anatomical terms to medications, tests and procedures used to treat female reproductive issues. Transcribe chart notes and Big Four reports for female reproductive disorders and procedures.	<b>Quiz 22—Reports</b>
<b>Lesson 35: Endocrine System</b> Learn the anatomical and physiological terms, medications, tests and procedures used to treat the endocrine system. Transcribe chart notes and medical reports for this system.	<b>Quiz 23—Reports</b>
<b>Lesson 36: Pediatrics</b> Study medical terminology for pediatrics, as well as medications, tests and procedures used for childhood procedures and to treat diseases. Transcribe pediatric medical reports from real-world doctor dictation.	<b>Quiz 24—Reports</b>
<b>Lesson 37: Neuropsychiatry</b> Learn the terms used to discuss the world of psychiatry; study psychiatric medications, tests and procedures as well. Practice transcribing medical dictation for neuropsychiatry.	<b>Quiz 25—Reports</b>
<b>Lesson 38: Professional Medical Ethics and Procedures</b> Examine ethical behavior and work habits expected in the medical profession.	<b>Quiz 26</b>
<b>Lesson 39: E-mail and Security</b> In this lesson, discover effective virtual correspondence strategies, including composing, sending, receiving and opening e-mails, as well as important e-mail etiquette rules. Reduce risk from computer viruses and other security breaches.	<b>Quiz 27</b>



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**COURSE FOUR  
(CONTINUED)**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 40: Operative Reports</b> Work with actual surgeons' dictation to transcribe operative reports. Operative reports state findings, actions taken, technical data and the results of surgical operations.	<b>Quiz 28—Reports</b>
<b>Lesson 41: Pathology Transcription</b> Discover the strategies for transcribing the nature and origin of disease. Explore autopsy transcription and learn about common causes of death for various organ systems.	<b>Quiz 29—Reports</b>

**Course Four Supplements**

Course 4 Flashcards

*Ergonomics: Creating a Healthy Working Environment*

Medical Dictation CDs

*Professional Development Series: Part III*

Foot Pedal

Headset



**COURSE FIVE  
360 CLOCK HOURS**

<b>LESSONS</b>	<b>SUBMITTED ASSIGNMENTS</b>
<b>Lesson 42: Formats—Part 1</b> Practice formatting various medical report formats used in hospital settings.	<b>Quiz 30—Reports</b>
<b>Lesson 43: Practicum 1</b> Apply your formatting skills and knowledge of medical transcription in this instructor-guided practicum.	<b>Quiz 31—Reports</b>
<b>Lesson 44: Formats—Part 2</b> Discover expanded types of medical report formats used in hospital settings.	<b>Quiz 32—Reports</b>
<b>Lesson 45: Practicum 2</b> Apply your formatting skills and knowledge of medical transcription in this instructor-guided practicum.	<b>Quiz 33—Reports</b>
<b>Lesson 46: Diagnostic Imaging</b> Produce transcription from dictated radiological examination results. Radiological medical transcription includes x-rays and other types of sophisticated imaging techniques.	<b>Quiz 34—Reports</b>
<b>Lesson 47: Medical Letters</b> Learn the ins and outs of medical correspondence as you compose and format various types of medical correspondence for doctors.	<b>Quiz 35—Reports</b>
<b>Lesson 48: Practicum 3</b> Apply your formatting skills and knowledge of reports in this instructor-guided practicum.	<b>Quiz 36—Reports</b>
<b>Lesson 49: Introduction to Speech Recognition Editing</b> Examine a hot, new trend in medical transcription—medical editing. Uncover how speech recognition technology has contributed to this aspect of medical transcription. Get plenty of practice editing medical reports.	<b>Quiz 37—Reports</b>
<b>Lesson 50: Advanced Speech Recognition Editing</b> Learn how to use speech recognition software and become familiar with basic and advanced editing skills. Gain experience editing authentic dictation from a variety of specialties.	<b>Quiz 38—Reports</b>





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**COURSE FIVE  
(CONTINUED)**

**LESSONS**

**SUBMITTED  
ASSIGNMENTS**

**Lesson 51: Putting It All Together—**

**Medical Transcription Final**

Congratulations! You are almost to the finish line! Complete your final assignment for this course, as well as explore professional organizations and continuing education and certification opportunities in medical transcription.

**Quiz 39—  
Final Exam**

**Course Five Supplements**

Medical Dictation CDs

*Home Business Guide*

*Career Starter Kit*

*Resources for Medical Transcription*



## **FACULTY AND ADMINISTRATIVE PERSONNEL**

### **FACULTY**

Barb Maas, CMT  
Certified Medical Transcriptionist  
8 years experience in the education field

Susan DeSpain, MS, CMT  
Certified Medical Transcriptionist  
10 years experience in the medical field

### **ADMINISTRATION**

Pamela L. Weston, Founder  
Ann Rohr, President  
Joyce Lindquist, Vice President of Student Affairs  
Janet Perry, Director of Education



