

THE SUM PROGRAM  
CURRICULUM FOR  
**MEDICAL  
TRANSCRIPTION  
TRAINING**



The SUM Program for Medical Transcription Training

# STUDENT SYLLABUS

An Educationally Sound  
Integrated Curriculum  
for Learning Medical  
Transcription



HEALTH PROFESSIONS INSTITUTE

**5th**  
Edition Revised

# The SUM Program for Medical Transcription Training

## *Student Syllabus, 5th Edition, Revised*

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## Health Professions Institute

*The Leader in Quality Medical Transcription Training and Reference Materials*  
P. O. Box 801 • Modesto, CA 95353 • (209) 551-2112 • hpi@hpisum.com • www.hpisum.com

**The SUM Program Student Syllabus: A Total Concept  
Approach for Learning Medical Transcription**

**Fifth Edition, Revised**

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Health Professions Institute  
P. O. Box 801  
Modesto, CA 95353-0801

Telephone (209) 551-2112  
Fax (209) 551-0404  
E-mail: [hpi@hpisum.com](mailto:hpi@hpisum.com)  
Web site: <http://www.hpisum.com>

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## Preface to the Fifth Edition, Revised

*The SUM Program Student Syllabus* was designed to provide students in every setting with a comprehensive, efficient, user-friendly guide for integrating and mastering courses of study that will help them prepare for a career in medical transcription.

Students whose circumstances necessitate independent study in part or in whole—whether at home, in schools, or in medical facilities—will find the syllabus invaluable in helping them plan and execute a detailed course of study. In addition, the easy-to-follow format will help curb some of the apprehensions of working without a teacher or tutor nearby.

This edition of *The SUM Program Student Syllabus* contains assignments for beginning, intermediate, and advanced transcription. The assignments for beginning students are found on pages 11-17. The “Assignment Grid for Beginning Medical Transcription” provides textbook assignments for the seven beginning courses: Anatomy and Physiology, Medical Terminology, Medical Science, Human Diseases *or* Disease Processes, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine I, and Beginning (Medical) Transcription Practice/Professional Issues. These courses are studied concurrently. Following the grid pages are the course outlines which coordinate with the assignments in the beginning medical transcription grid. More specific information is provided in “Step-by-Step Instructions for Self-Directed Students,” pp. 4-5.

Assignments for intermediate (surgery) students are located after the beginning course descriptions and outlines. The grid entitled “Assignments for SUM Program (Intermediate) Surgery Transcription Unit,” p. 40, contains textbook assignments for the three intermediate courses: Surgical Procedures, Laboratory Tests and Diagnostic Procedures in Medicine II, and Intermediate (Surgery) Transcription Practice. These advanced courses are studied concurrently.

Assignments for advanced students are located near the back of the syllabus. The pages containing the course description and outline which coordinate with the assignments in Advanced Medical Transcription Practice complete the syllabus. There are no textbook assignments.

We acknowledge with gratitude the input of teachers who have taught *The SUM Program* and the feedback from independent study students; their suggestions have been invaluable in enabling us to develop this syllabus. It is our hope that it will serve as a reliable educational help and guide to all who use it.

*Ellen Drake, CMT, AHDI-F*  
Development Editor  
Health Professions Institute

Revised May 2010

## Step-by-Step Instructions for Self-Directed Students

### STEP 1

Make sure you have all of the required textbooks and reference books listed under “Course Descriptions and Recommended Textbooks,” pp. 7-10. These are necessary before you can start using *The SUM Program*.

### STEP 2

Read all of the introductory articles at the beginning of the *Transcript Keys* book on CD-ROM. These articles provide information on using *The SUM Program* in general, on transcribing medical reports, using references, editing dictation, and much more. Refer to these guidelines as necessary.

### STEP 3

This syllabus contains three assignment grids. The first is “Assignments for SUM Program Beginning Medical Transcription, 2nd edition (2010),” which provides 15 sections of assignments for seven classes, and which you will use for *The SUM Program Beginning Medical Transcription, 2nd edition*, course. Following this assignment grid, you will find the course outlines for each of the seven classes: Anatomy and Physiology, Medical Terminology, Medical Science, Human Diseases *or* Disease Processes, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine I, and Beginning Medical Transcription Practice/Professional Issues.

**Beginning students:** Beginning students should refer to the grid “Assignments for SUM Program Beginning Medical Transcription, 2nd edition (2010),” pp. 11-17. Down the left column of the page is the section number with the medical specialty (note that Section 1 says “Introduction, Dermatology/Plastics”). Across the top of the grid are the seven courses. Start with Anatomy and Physiology first. Note the assigned pages for Section 1 readings and exercises in your textbook. These are the assignments you will complete first. After you have completed the Section 1 assignments for Anatomy and Physiology, move on to the Medical Terminology course assignments for Section 1. When you have completed the readings and exercises for Medical Terminology, move on to the Medical Science assignments for Section 1, and so on, until you have finished all of the textbook readings and exercises within a section.

**Intermediate students:** The second assignment grid, entitled “Assignments for SUM Program (Intermediate) Surgery Transcription Unit,” pp. 40-42, follows the beginning course outlines. It provides 15 sections of assignments for the three classes. Following this assignment grid are the course outlines for each of the three classes: Surgical Procedures, Laboratory Tests and Diagnostic Procedures in Medicine II, and Advanced Medical Transcription Practice. The advanced courses are studied in the same fashion as the beginning.

**Advanced students:** The third assignment sheet, entitled “Advanced Medical Transcription,” follows the intermediate course outlines. It provides 15 sections of assignments for advanced transcription. There are no textbook assignments for advanced students.

### STEP 4

Within each section, complete the textbook readings and exercises **BEFORE** attempting to transcribe the section’s corresponding dictation assignment. After completing the textbook assignments within the first section, begin transcribing the first report on the CD-ROM. Remember to use your dictionary and other reference books to look up unfamiliar words. **DO NOT** refer to the *Transcript Answer Keys* until you have finished a report to the best of your ability.

**STEP 5**

When you have finished transcribing the first report to the best of your ability, check it against the transcript answer key. Mark your errors. Then go to the “Error Diagnostics,” page 6, and follow those instructions.

**STEP 6**

When you have finished a section, transcribe (NOT just simply retype) the same reports again, using reference books as necessary but NOT referring to your previously transcribed work. You should find a significant decrease in the number of errors made.

**STEP 7**

After completing all of the readings, exercises, and transcription assignments in Section 1, move on to Section 2. Complete Section 2 in the same manner as Section 1. Complete the rest of the sections sequentially, in the same fashion as Section 1 and Section 2.

**Helpful Hints**

- Your ultimate goal is to produce an error-free document the first time you transcribe it, but this will take some time. You may find it necessary to transcribe a document more than twice before you can produce a correct document.
- Although punctuation is important in medical transcription, many students spend way too much time fretting over its proper usage. This is especially true with commas! Learning to interpret dictated medical words is much more important.
- Even if you have had previous classes in anatomy, medical terminology, human diseases, etc., you should still complete the assigned material from the respective textbooks before transcribing each section.

## Error Diagnostics

After transcribing a dictation to the best of your ability, using all of the references at your disposal, check your transcribed document against the corresponding SUM Program report transcript key. Mark or highlight each error, including incorrect medical and English spelling, grammar, and punctuation errors.

After marking your errors, tally them under the following headings on a separate piece of paper:

- Omitted dictated word
- Wrong word
- Misspelled word
- Typographical error
- Grammatical error
- Punctuation error

Compare the type of errors made with the problem and solution list below.

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<i><b>PROBLEM</b></i>	<i><b>SOLUTION</b></i>
Omitted dictated word	Listen carefully to the dictation and slow your pace. Do not attempt to increase your transcription speed until these types of errors are minimal.
Wrong word	Take care in checking word definitions. The definition should match the context of the report.
Misspelled word	Mentally spell the corrected word several times. Highlight in your dictionary or write the word in a notebook so that you will be aware of it each time you look it up.
Typographical error	Your proofreading is at fault. Allow time to elapse between the time you transcribe the report and the time you proofread it.
Grammatical error	If you are making a significant number of these types of errors, a review of basic English grammar is in order.
Punctuation error	There are many acceptable alternative punctuation styles, so first try to determine if you have actually made an error. If your punctuation errors are consistent or significant enough to alter medical meaning, a review of basic punctuation would be useful.

## **The SUM Program for Medical Transcription Training Beginning Course Descriptions and REQUIRED Textbooks**

*The SUM Program* combines an academic curriculum with intensive technical training in medical, surgical, and specialty transcription. It is a three-tiered program consisting of beginning (medical), intermediate (surgery), and advanced levels. All of the beginning courses described below are to be studied concurrently; similarly, all intermediate courses are to be studied together. There are no textbook readings for advanced transcription. Detailed instructions are provided in *The SUM Program Student Syllabus*. The assignments outlined in the *Student Syllabus* are based on the use of the textbooks below. Many of the required textbooks and references are available on four-track cassette audiotape, in Braille, or in electronic media.

### **Prerequisites for Using *The Sum Program Curriculum***

**Beginning students:** A mastery of English and spelling and a minimum typing speed of 50 words per minute are necessary. An electronic spellcheck is not a substitute for good spelling skills.

**Intermediate students:** Successful completion of Beginning Medical Transcription, 2nd ed., and all of the ancillary courses listed below for beginning students.

**Advanced students:** Successful completion of Intermediate Medical Transcription and all of the ancillary courses listed below for intermediate students.

### **Anatomy and Physiology (Beginning)**

**Description:** The study of the structure and function of the human body; body organization, chemical and cellular structure and function; the sense organs; integumentary, urinary, digestive, musculoskeletal, respiratory, endocrine, reproductive, neuropsychiatric, and immune systems.

**Textbook:** *Memmler's Structure and Function of the Human Body*, 9th ed., by Cohen and Wood, 2008. Published by Wolters Kluwer Health. Phone (800) 638-3030. Order online [www.lww.com/](http://www.lww.com/) ISBN #0-7817-6595-1.

### **Medical Terminology (Beginning)**

**Description:** An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary in all the body systems and medical specialties, in laboratory medicine and imaging, and in pharmacology.

**Textbook:** *The Language of Medicine*, 8th ed., by Davi-Ellen Chabner, 2007. Published by Elsevier/Saunders Co. Order online: [www.us.elsevierhealth.com/](http://www.us.elsevierhealth.com/) Phone (800) 545-2522. ISBN #1416034927. **Or** *Medical Language: Immerse Yourself*, by Susan M. Turley. Published by Pearson Prentice Hall, Inc., 2007. ISBN #978-0130940094.

### **Medical Science (Beginning)**

**Description:** Content and terminology used under each of the main headings within a history and physical examination report. An in-depth study of the history and physical examination. Understanding interrelationships and medical cause and effect in anatomy and



physiology, medical terminology, pharmacology, and laboratory procedures as demonstrated through exercises based on actual medical reports.

**Textbook:** *H&P: A Nonphysician's Guide to the Medical History and Physical Examination*, 4th ed., by John H. Dirckx, M.D., 2009. Published by Health Professions Institute, P. O. Box 801, Modesto, CA 95353. Phone (209) 551-2112; fax (209) 551-0404; e-mail [hpisum@hpisum.com](mailto:hpisum@hpisum.com). Order online [www. hpisum.com](http://www.hpisum.com). ISBN #01-934385-96-3. Previous edition available from RFB&D, Ref. No. DR549.

### **Laboratory Tests and Diagnostic Procedures in Medicine I**

**Description:** An introduction to six principal types of diagnostic procedure: physical measurements, electrodiagnostics, endoscopy, medical imaging, and clinical pathology. For each test or procedure, methodology, indications or purposes, and range of results is covered to enable the student to recognize pertinent terminology and to grasp the general sense of a report.

**Textbook:** *Laboratory Tests and Diagnostic Procedures in Medicine*, by John H. Dirckx, M.D., 2004. Published by Health Professions Institute. ISBN# 0-934385-49-1. Order online: [www.hpisum.com](http://www.hpisum.com)/ Available from RFB&D, Ref. No. GG786.

### **Pharmacology (Beginning)**

**Description:** An introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, IV fluids, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents.

**Textbook:** *Understanding Pharmacology for Health Professionals*, 4th ed., by Susan M. Turley, 2010. Published by Prentice Hall/Pearson Education. Phone (800) 947-7700. ISBN# 0-13-5145708.

### **Human Diseases or Disease Processes (Beginning)**

**Description:** A comprehensive study of disease processes (causes, symptoms, diagnosis, and treatments), organized by body system.

**Textbook:** *Human Diseases*, 3rd ed., by John H. Dirckx, M.D., 2009. Published by Health Professions Institute. ISBN# 0-934385-97-1. Previous edition available from RFB&D, Ref. No. GH795.

### **Beginning Medical Transcription Practice/Professional Issues**

**Description:** Transcription of authentic physician-dictated reports organized by body systems. Emphasis on development of accuracy, speed, and medical knowledge for transcription of nonsurgical medical dictation: letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Using reference materials and other resources efficiently. Editing and proofreading techniques. Understanding professional issues in medical transcription. Grammar and punctuation review.

**Textbook:** *The Medical Transcription Workbook*, 3rd edition (2010). Published by Health Professions Institute. ISBN#0-934385-99-8.

**Transcription Materials:** *The SUM Program Beginning Medical Transcription Unit*. Available on CD-ROM.

## **Surgical Procedures (Intermediate)**

**Prerequisites:** Anatomy and Physiology, Medical Science, Medical Terminology, Disease Processes.

**Description:** A comprehensive study of surgical techniques, instruments, and operative procedures by body system.

**Textbook:** *Surgical Technology Principles and Practice*, 5th ed., by Joanna Kotcher Fuller, 2010. Published by W.B. Saunders Co. [www.us.elsevierhealth.com](http://www.us.elsevierhealth.com)/ ISBN #978-1-4160-6035-2.

## **Laboratory Tests & Diagnostic Procedures in Medicine II**

**Prerequisites:** Completion of Laboratory Tests and Diagnostic Procedures in Medicine I.

**Description:** A continuation of Laboratory Tests and Diagnostic Procedures in Medicine I that includes advanced medical imaging procedures and anatomic pathology. For each test or procedure, the methodology, indications or purposes, and range of results are covered to enable the student to recognize pertinent terminology and to grasp the general sense of a report.

**Textbook:** *Laboratory Tests and Diagnostic Procedures in Medicine*, by John H. Dirckx, M.D., 2004. Published by Health Professions Institute. ISBN #0-934385-49-1. Order online at [www.hpisum.com](http://www.hpisum.com)/ Available from RFB&D, Ref. No. GG786.

## **Intermediate (Surgery) Transcription Practice (Intermediate)**

**Prerequisites:** Beginning Medical Transcription or previous experience as a medical transcriptionist. Completion of beginning courses in Anatomy/Physiology, Medical Terminology, Human Diseases *or* Disease Processes, Medical Science, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine. Minimum typing speed of 50 corrected words per minute. College-level proficiency in spelling, English grammar, and usage.

**Description:** The transcription of physician-dictated surgery reports, organized by medical specialty. Emphasis on the development of accuracy, speed, and surgical knowledge for the transcription of operative reports, diagnostic studies, and procedure notes. Using reference materials and other resources efficiently. Editing and proofreading techniques. Written surgery exercises.

**Textbook:** *The Medical Transcription Workbook*, 3rd edition (2010). Published by Health Professions Institute. ISBN #0-934385-99-8. Order online at [www.hpisum.com](http://www.hpisum.com)/

## **Advanced Medical Transcription Practice**

**Prerequisites:** Beginning (Medical) Transcription, Intermediate (Surgery) Transcription, or previous experience as a medical transcriptionist. Completion of courses in Anatomy/Physiology, Medical Terminology, Disease Processes, Surgical Procedures, Medical Science, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine. Minimum typing speed of 50 corrected words per minute. College-level proficiency in spelling, English grammar, and usage.

**Description:** Transcription of more challenging authentic physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical

knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Editing and proofreading techniques. Grammar and punctuation review.

**Transcription Materials:** *The SUM Program* units in Cardiology, Orthopedics, Gastrointestinal, Pathology, and Radiology. Available on CD-ROM.

## Required Reference Books

Each student should have the following books:

- A **standard collegiate dictionary**, such as Merriam Webster's current edition.

- A **comprehensive medical dictionary**, such as:

*Dorland's Illustrated Medical Dictionary*, latest edition. Published by Elsevier., Philadelphia, PA. [www.us.elsevierhealth.com/](http://www.us.elsevierhealth.com/) Phone (800) 545-2522. Also on CD-ROM. Also available from RFB&D, Ref. No. CD483.

OR

*Stedman's Medical Dictionary*, latest edition. Published by Lippincott Williams & Wilkins, Baltimore, MD. [www.lww.com](http://www.lww.com). Phone (800) 638-3030. Also on CD-ROM. ISBN #978-0-7817-3390-8.

- A style guide, such as:

*The Book of Style for Medical Transcription*, 3rd edition (2008). Published by AHDI (Association for Healthcare Documentation Integrity, formerly AAMT), Modesto, CA. Phone (800) 982-2182, (209) 527-9620. Comes with CD-ROM. Order online from [www.ahdionline.org](http://www.ahdionline.org). ISBN #978-0-935229-58-5.

OR

*Medical Transcription Guide Do's and Don'ts*, 3rd ed, 2004. Published by Elsevier, Philadelphia, PA. [www.us.elsevierhealth.com/](http://www.us.elsevierhealth.com/) Phone (800) 545-2522. ISBN13-9780721606842.

- *Saunders Pharmaceutical Word Book*, by Drake and Drake. Published yearly by Elsevier, Philadelphia, PA. [www.us.elsevierhealth.com/](http://www.us.elsevierhealth.com/) Phone (800) 545-2522. ISBN #978-1-4377-0995-7. Also on CD.

- *Vera Pyle's Current Medical Terminology*, current edition. Published every other year by Health Professions Institute, Modesto, CA. Phone (209) 551-2112. Order online from [www.hpisum.com](http://www.hpisum.com).

## Optional Reference Book

- *Medical Phrase Index*, 5th edition, by Jean A. Lorenzini. Published by PMIC, Willowbrook, IL. Phone (800) MED-SHOP. Medical and surgical phrases are listed in alphabetical order and are easy to locate. No definitions. [www.pmiconline.com](http://www.pmiconline.com).

# Assignments for SUM Program Beginning Medical Transcription, 2nd edition

COURSE AND TEXTBOOKS (For each textbook, read the chapters indicated and complete related exercises)	Anatomy & Physiology <i>Memmler's The Structure &amp; Function of the Human Body (SFHB)</i>	Medical Terminology <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i>	Medical Science <i>H&amp;P: A Nonphysician's Guide to the Medical History &amp; Physical Examination (H&amp;P)</i>	Human Diseases or Disease Processes <i>Human Diseases (HD)</i>	Pharmacology <i>Understanding Pharmacology (UP)</i>	Laboratory Medicine I <i>Laboratory Tests &amp; Diagnostic Procedures in Medicine (LTDP)</i>	Professional Issues & Review <i>The Medical Transcription Workbook (MTWB)</i>  <b>BMT2 Practice</b>
<b>SECTION 1</b> <b>Introduction, Dermatology/Plastics</b>	<b>SFHB</b> Unit 1, Body as a Whole, Ch. 1, Organization of the Human Body; Ch. 4, Tissues, Glands, etc., Ch. 5, Integumentary System.	<b>LOM</b> Ch. 1, Basic Word Structure; Ch. 2, Terms Pertaining to the Body as a Whole; Ch. 16, Skin.  <b>TML</b> Part 1, Ch. 1, Structure of Medical Language; Ch. 2, Body in Health & Disease; Ch. 7, Dermatology, Integumentary System	<b>H&amp;P</b> Introduction and Ch. 1; Ch. 14, Review of Systems: Skin; Ch. 17, Examination of the Skin.	<b>HD</b> Ch. 1, Nature of Disease and Diagnostic Process; Ch. 7, Diseases of the Skin.	<b>UP</b> Chs. 1-3 (Intro., History, Legislation); Ch. 8, Drug Terminology; Ch. 11, Dermatologic Drugs; Ch. 29, Antifungal Drugs.	<b>LTDP</b> Ch. 1, General Introduction, and Ch. 2, Anthropometry, etc.	<b>MTWB</b> Complete worksheets in Section 2A and Section 1, Abbreviations through Apoptose. Complete Integumentary System Worksheets in Section 2B.  <b>BMT2 Practice</b> Transcribe Dermatology-Plastics reports.

# Assignments for SUM Program Beginning Medical Transcription, 2nd edition

<p style="text-align: center;"><b>COURSE AND TEXTBOOKS</b> (For each textbook, read the chapters indicated and complete related exercises)</p>	<p style="text-align: center;"><b>Anatomy &amp; Physiology</b> <i>Memmler's The Structure &amp; Function of the Human Body (SFHB)</i></p>	<p style="text-align: center;"><b>Medical Terminology</b> <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i></p>	<p style="text-align: center;"><b>Medical Science</b> <i>H&amp;P: A Nonphysician's Guide to the Medical History &amp; Physical Examination (H&amp;P)</i></p>	<p style="text-align: center;"><b>Human Diseases or Disease Processes</b> <i>Human Diseases (HD)</i></p>	<p style="text-align: center;"><b>Pharmacology</b> <i>Understanding Pharmacology (UP)</i></p>	<p style="text-align: center;"><b>Laboratory Medicine I</b> <i>Laboratory Tests &amp; Diagnostic Procedures in Medicine (LTDP)</i></p>	<p style="text-align: center;"><b>Professional Issues &amp; Review</b> <i>The Medical Transcription Workbook (MTWB).</i>  <b>BMT2 Practice</b></p>
<p><b>SECTION 2</b> <b>Gastrointestinal</b></p>	<p><b>SFHB</b> Ch. 17, Digestion</p>	<p><b>LOM</b> Ch. 3, Suffixes; Ch. 5, Digestive System.  <b>TML</b> Ch. 3, Gastroenterology (A&amp;P, Vocab Review; Signs, Symptoms, Diseases)</p>	<p><b>H&amp;P</b> Ch. 2, Chief Complaint &amp; HPI, Ch. 3, Family History, Ch. 4, Social History, Ch. 5, Habits; Ch. 10, ROS: GI; Ch. 25, Examination of Abdomen &amp; Groin (GI only).</p>	<p><b>HD</b> Ch. 11, Diseases of the Digestive System.</p>	<p><b>UP</b> Ch. 13, Gastrointestinal Drugs; Ch. 22, Antidiabetic Drugs.</p>	<p><b>LTDP</b> Ch. 4, Measurement of Temperature, Rates, Pressures and Volumes</p>	<p><i>MTWB</i> Read &amp; complete Worksheets Section 3, The MT Professional through Confidentiality &amp; Section 1 Articles through Commas. Stop at Contractions. Complete GI System Worksheets in Section 2C.  <b>BMT2 Practice</b> Transcribe GI reports #1-11.</p>
<p><b>SECTION 3</b> <b>Gastrointestinal</b></p>		<p><b>LOM</b> Ch. 4, Prefixes; Ch. 6, Additional Suffixes and Digestive System.  <b>TML</b> Ch. 3, Gastroenterology (Diagnos- tics, Procedures, Drugs, Abbrevs).</p>	<p><b>H&amp;P</b> Ch. 6, Past Medical History: General; Ch. 15, General Remarks on the Physical Exam; Ch. 16, General Appearance.</p>	<p><b>HD</b> Ch. 6, Trauma &amp; Poisoning.</p>	<p><b>UP</b> Ch. 4, Drug Design; Ch. 5, Drug Forms and Routes of Administration; and Ch. 9, Systems of Measurement.</p>	<p><b>LTDP</b> Ch. 8, Examination of Digestive Tract and Genitourinary System.</p>	<p><i>MTWB</i> Read &amp; complete Worksheets Sec 3, Dictated Medical Reports: Dictation &amp; Transcription through Risk Management (Stop @ Proofreading &amp; Section 1, Contractions through Hyphens.  <b>BMT2 Practice</b> Transcribe GI reports #12-20.</p>

## Assignments for SUM Program Beginning Medical Transcription, 2nd edition

<b>COURSE AND TEXTBOOKS</b> <i>(For each textbook, read the chapters indicated and complete related exercises)</i>	<b>Anatomy &amp; Physiology</b> <i>Memmler's The Structure &amp; Function of the Human Body (SFHB)</i>	<b>Medical Terminology</b> <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i>	<b>Medical Science</b> <i>H&amp;P: A Nonphysician's Guide to the Medical History &amp; Physical Examination (H&amp;P)</i>	<b>Human Diseases or Disease Processes</b> <i>Human Diseases (HD)</i>	<b>Pharmacology</b> <i>Understanding Pharmacology (UP)</i>	<b>Laboratory Medicine I</b> <i>Laboratory Tests &amp; Diagnostic Procedures in Medicine (LTDP)</i>	<b>Professional Issues &amp; Review</b> <i>The Medical Transcription Workbook (MTWB).</i> <b>BMT2 Practice</b>
<b>SECTION 4</b> <b>Cardiopulmonary</b>	<b>SFHB</b> Ch. 13, The Heart; Unit V, Energy Supply & Use; Ch. 16, Respiration.	<b>LOM</b> Ch. 12, Respiratory System.  <b>TML</b> Ch. 4, Pulmonary/Respiratory	<b>H&amp;P</b> Ch. 9, ROS: Respiratory; Ch. 22, Exam of Thorax, Breasts and Axilla; Ch. 24, Exam of Lungs.	<b>HD</b> Ch. 10, Diseases of the Respiratory System.	<b>UP</b> Ch. 16, Emergency Drugs; Ch. 17, Anticoagulant and Thrombolytic Drugs; Ch. 18, Pulmonary Drugs.	<b>LTDP</b> Ch. 11, Contrast Radiography.	<b>MTWB.</b> Read & complete Work-sheets Section 3, Transcription Practices: Proof-reading & Editing through Com-pensation. Com-plete Respiratory System Work-sheets in Sections 2C. <b>BMT2 Practice</b> Transcribe CP reports #1-14.
<b>SECTION 5</b> <b>Cardiopulmonary</b>	<b>SFHB</b> Ch. 12, Blood; Ch. 14, Blood Vessels & Circulation.	<b>LOM</b> Ch. 11, Cardiovascular System; Ch. 13, Blood System.  <b>TML</b> Ch. 5, Cardiovascular System.	<b>H&amp;P</b> Ch. 8, ROS: Cardiovascular; Ch. 23, Examination of Heart.	<b>HD</b> Ch. 8, Diseases of the Cardiovascular System; Ch. 16, Disorders of Blood Cells, etc.	<b>UP</b> Ch. 15, Cardiovascular Drugs; Ch. 32, Intravenous Fluids and Blood Products.	<b>LTDP</b> Ch. 6, Electrocardiography.	<b>MTWB</b> Section 1 Numbers through Question Marks. Complete Cardio-vascular System Worksheets in Sections 2C. <b>BMT2 Practice</b> Transcribe CP reports #15-25.

# Assignments for SUM Program Beginning Medical Transcription, 2nd edition

<p style="text-align: center;"><b>COURSE AND TEXTBOOKS</b> (For each textbook, read the chapters indicated and complete related exercises)</p>	<p style="text-align: center;"><b>Anatomy &amp; Physiology</b> <i>Memmler's The Structure &amp; Function of the Human Body (SFHB)</i></p>	<p style="text-align: center;"><b>Medical Terminology</b> <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i></p>	<p style="text-align: center;"><b>Medical Science</b> <i>H&amp;P: A Nonphysician's Guide to the Medical History &amp; Physical Examination (H&amp;P)</i></p>	<p style="text-align: center;"><b>Human Diseases or Disease Processes</b> <i>Human Diseases (HD)</i></p>	<p style="text-align: center;"><b>Pharmacology</b> <i>Understanding Pharmacology (UP)</i></p>	<p style="text-align: center;"><b>Laboratory Medicine I</b> <i>Laboratory Tests &amp; Diagnostic Procedures in Medicine (LTDP)</i></p>	<p style="text-align: center;"><b>Professional Issues &amp; Review</b> <i>The Medical Transcription Workbook (MTWB)</i>  <b>BMT2 Practice</b></p>
<p><b>SECTION 6</b> <b>ENT/Ophthalmology</b></p>	<p><b>SFHB</b> Ch. 10, The Sensory System.</p>	<p><b>LOM</b> Ch. 17, Sense Organs: The Eye and the Ear.  <b>TML</b> Ch. 15, Ophthalmology; Ch. 16, Otolaryngology, ENT</p>	<p><b>H&amp;P</b> Ch. 7, ROS: HEENT; Ch. 18, Exam of Head, Face, and Neck.</p>	<p><b>HD</b> Ch. 9, Diseases of the Ear, Nose and Throat; Ch. 18, Diseases of the Eye.</p>	<p><b>UP</b> Ch. 19, ENT Drugs; Ch. 20, Ophthalmic Drugs.</p>	<p><b>LTDP</b> Ch. 3, Vision and Hearing.</p>	<p><b>MTWB</b> Read &amp; complete work-sheets in Sec. 3, Electronic Re-sources. Com-plete Otorhino-laryngology and Ophthalmology worksheets in Section 2E. <b>BMT2 Practice</b> Transcribe HEENT reports.</p>
<p><b>SECTION 7</b> <b>Pediatrics</b></p>	<p><b>SFHB</b> Ch. 11, Endocrine System, Glands and Hormones; Ch. 18, Metabolism, Nutrition and Body Temperature.</p>	<p><b>LOM</b> Ch. 18, Endocrine System.  <b>TML</b> Ch. 14, Endocrine System</p>	<p><b>H&amp;P</b> Ch. 29, Pediatric H&amp;P.</p>	<p><b>HD</b> Ch. 2, Genetic Disorders; Ch. 15, Disorders of Metabolism, Nutrition and Endocrine Function.</p>	<p><b>UP</b> Ch. 21, Endocrine Drugs; Ch. 27, Anti-Infective Drugs.</p>	<p><b>LTDP</b> Section III, Endoscopy. Ch. 7, Visual Examination of the Eyes, Ears, Nose, and Res-piratory Tract.</p>	<p><b>MTWB</b> Read &amp; complete worksheets in Sec. 3, Health in the Workplace. <b>BMT2 Practice</b> Transcribe Pediatrics reports.</p>

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<b>SECTION 8</b> <b>Genitourinary/ Male Reproductive</b>	<b>SFHB</b> Ch. 19, The Urinary System and Body Fluids; Ch. 20, Male Reproductive System.	<b>LOM</b> Ch. 7, Urinary System; Ch. 9, Male Reproductive System.  <b>TML</b> Ch. 11, Urology; Ch 12, Male Reproductive	<b>H&amp;P</b> Ch. 11, ROS: GU; Ch. 25, Exam of Genitalia (GU and Male Repr only)	<b>HD</b> Ch. 12, The Excretory System, Male Reproductive and STDs.	<b>UP</b> Ch. 6, Steps in Drug Cycle; Ch. 12, Urinary Tract Drugs.	<b>LTDP</b> Ch. 24, Urine, Stool, and Other Fluids and Materials	<b>MTWB</b> Read & complete worksheets in Section 3, Professionalism at Its Best. Complete worksheets on Urinary system and Male Reproductive System in Section 2G. <b>BMT2 Practice</b> Transcribe GU reports.
<b>SECTION 9</b> <b>Obstetrics/ Gynecology Female Reproductive</b>	<b>SFHB</b> Ch. 20, Female Reproductive System; Ch. 21, Development and Heredity.	<b>LOM</b> Ch. 8, Female Reproductive System.  <b>TML</b> Ch. 13, Gynecology and Obstetrics; Female Reproductive	<b>H&amp;P</b> Ch. 25, Exam of Genitalia (Female Repr only)	<b>HD</b> Ch. 13, Diseases of the Female Reproductive System; Ch. 14, Pregnancy and Childbirth.	<b>UP</b> Ch. 23, Obstetric & Gynecologic Drugs.	<b>LTDP</b> Ch. 21, Microbiology.	<b>MTWB</b> Complete worksheets on Obstetrics & Gynecology in Section 2H. <b>BMT2 Practice</b> Transcribe OB/GYN reports.



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<p><b>SECTION 10</b> <b>Orthopedics</b></p>	<p><b>SFHB</b> Ch. 6, Skeleton, Bones &amp; Joints (and related exercises).</p>	<p><b>LOM</b> Ch. 15, Musculoskeletal System (Bones and Joints and related exercises).</p> <p><b>TML</b> Ch. 8, Orthopedics: Skeletal.</p>	<p><b>H&amp;P</b> Ch. 12, ROS: Neuromuscular.</p>	<p><b>HD</b> Ch. 17, Musculoskeletal Disorders</p>	<p><b>UP</b> Ch. 14, Musculoskeletal Drugs.</p>	<p><b>LTDP</b> Ch. 23, Molecular Biology.</p>	<p><b>MTWB</b> Complete worksheets on the Musculoskeletal System in Section 2J. <b>BMT2 Practice</b> Transcribe Orthopedics reports #1-22.</p>
<p><b>SECTION 11</b> <b>Orthopedics</b></p>	<p><b>SFHB</b> Ch. 7, The Muscular System (and related exercises).</p>	<p><b>LOM</b> Ch. 15, Muscles &amp; related exercises.</p> <p><b>TML</b> Ch. 9, Orthopedics: Muscular</p>	<p><b>H&amp;P</b> Ch. 26, Exam of Back and Extremities.</p>	<p><b>HD</b> Ch. 3, Infectious Diseases.</p>	<p><b>UP</b> Ch. 26, Analgesic Drugs.</p>	<p><b>LTDP</b> Section IV, Medical Imaging; Ch. 10, Plain Radiography.</p>	<p><b>MTWB</b> Read &amp; complete worksheets in Section I, Quotation Marks to end of section. <b>BMT2 Practice</b> Transcribe Orthopedics reports #23-30.</p>
<p><b>SECTION 12</b> <b>Neuropsychiatric</b></p>	<p><b>SFHB</b> Ch. 8, Nervous System: Spinal Cord and Nerves.</p>	<p><b>LOM</b> Ch. 10, Nervous System.</p> <p><b>TML</b> Ch. 10, Nervous System</p>	<p><b>H&amp;P</b> Ch. 27, Neurologic Exam.</p>	<p><b>HD</b> Ch. 19, Diseases of the Nervous System.</p>	<p><b>UP</b> Ch. 24, Neurological Drugs; Ch. 31, Anesthetics.</p>	<p><b>LTDP</b> Section II, Electrodiagnostics. Ch. 5, EEG, EMG, and Related Tests.</p>	<p><b>MTWB</b> Complete worksheets on Neurology in Section 2J. <b>BMT2 Practice</b> Transcribe Neuro-psychiatric reports #1-12.</p>

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<b>COURSE AND TEXTBOOKS</b> <i>(For each textbook, read the chapters indicated and complete related exercises)</i>	<b>Anatomy &amp; Physiology</b> <i>Memmler's The Structure &amp; Function of the Human Body (SFHB)</i>	<b>Medical Terminology</b> <i>The Language of Medicine (LOM) or Medical Language: Immerse Yourself, Turley (TML)</i>	<b>Medical Science</b> <i>H&amp;P: A Nonphysician's Guide to the Medical History &amp; Physical Examination (H&amp;P)</i>	<b>Human Diseases or Disease Processes</b> <i>Human Diseases (HD)</i>	<b>Pharmacology</b> <i>Understanding Pharmacology (UP)</i>	<b>Laboratory Medicine I</b> <i>Laboratory Tests &amp; Diagnostic Procedures in Medicine (LTDP)</i>	<b>Professional Issues &amp; Review</b> <i>The Medical Transcription Workbook (MTWB).</i> <b>BMT2 Practice</b>
<b>SECTION 13</b> <b>Neuropsychiatric</b>	<b>SFHB</b> Ch. 9, Nervous System: Brain and Cranial Nerves.	<b>LOM</b> Ch. 22, Psychiatry.  <b>TML</b> Ch. 17, Psychiatry	<b>H&amp;P</b> Ch. 13, ROS: Psychiatric; Ch. 28, Formal Mental Status Exam.	<b>HD</b> Ch. 20, Mental Disorders.	<b>UP</b> Ch. 25, Psychiatric Drugs	<b>LTDP</b> Section VI, Clinical Pathology. Ch. 19, Hematology, etc.	<b>MTWB</b> Complete worksheets on Psychiatric Terms & Abbreviations Section 2J. <b>BMT2 Practice</b> Transcribe Neuro-psychiatric reports #13-21.
<b>SECTION 14</b> <b>Hematology/Oncology/Immunology</b>	<b>SFHB</b> Ch. 15, Lymphatic System and Body Defenses.	<b>LOM</b> Ch. 13, Blood System; Ch. 14, Lymphatic and Immune System.  <b>TML</b> Ch. 6, Hematology, Immunology; Blood and Lymphatic.	<b>H&amp;P</b> Ch. 30, Diagnostic Formulations.	<b>HD</b> Ch. 4, The Immune System.	<b>UP</b> Ch. 7, Drug Effects; Ch. 28, AIDS and Antiviral Drugs.	<b>LTDP</b> Ch. 20, Blood Chemistry.	<b>MTWB</b> Complete worksheets on the Immune System, Genetics & Oncology in Section 2F. <b>BMT2 Practice</b> Transcribe Hematology-Oncology-Immunology Reports #1-10.
<b>SECTION 15</b> <b>Hematology/Oncology/Immunology</b>	<b>SFHB</b> Ch. 3, Cells and Their Functions.	<b>LOM</b> Ch. 19, Oncology; Ch. 20, Radiology and Nuclear Medicine.  <b>TML</b> Ch. 18, Oncology; Ch. 19, Radiology and Nuclear Medicine.	<b>H&amp;P</b> Review Glossary.	<b>HD</b> Ch. 5, Neoplasia.	<b>UP</b> Ch. 30, Chemotherapy Drugs.	<b>LTDP</b> Ch. 22, Immunology.	<b>MTWB</b> Complete worksheets on the Endocrine System in Section 2H. <b>BMT2 Practice</b> Transcribe Hematology-Oncology/Immunology Reports #11-15.

# **Anatomy and Physiology Course Description**

**Course Description:** The study of the structure and function of the human body; body organization, chemical and cellular structure and function; the sense organs; integumentary, urinary, digestive, musculoskeletal, respiratory, endocrine, reproductive, neuropsychiatric, and immune systems.

**Recommended Prerequisites:** None.

**Recommended Course Length:** 45 hours (3 hours per section).

## **Course Objectives**

1. On an anatomical drawing, identify and label the component structures or organs within a given body system.
2. Describe the function of structures or organs within a given body system.
3. Correctly spell common structures, organs, and body systems.
4. Correctly pronounce common structures, organs, and body systems.

## **SECTION 1: THE BODY AS A WHOLE AND THE INTEGUMENTARY SYSTEM**

1. Introduction to course and overview of contents.
2. Body organization by systems.
3. Anatomical directions and body cavities.
4. Tissues, glands, and membranes.
5. Structure and function of the skin.
6. Hair and nails.

## **SECTION 2: THE GASTROINTESTINAL SYSTEM**

1. Organs of the gastrointestinal tract.
2. Structure and function of the gastrointestinal tract.

## **SECTION 3: DIGESTION**

The process of digestion.

## **SECTION 4: THE RESPIRATORY SYSTEM**

1. Organs of the respiratory system.
2. Structure and function of the respiratory system.
3. The process of respiration.
4. Gas exchange and transport.

## **SECTION 5: THE CARDIOVASCULAR SYSTEM**

1. Structure and function of the heart.
2. Electrical conduction of the heart; heart studies.
3. Blood, blood vessels and circulation.

## **SECTION 6: THE EARS, NOSE, THROAT, AND EYES**

1. Structure and function of the ears.
2. Structure and function of the mouth and pharynx.
3. General and special senses.
4. Structure and function of the eyes.

## **SECTION 7: THE ENDOCRINE SYSTEM**

1. Metabolism, nutrition, and body temperature.
2. Organs of the endocrine glands.
3. Structure and function of the endocrine glands.
4. Hormones.

## **SECTION 8: THE URINARY AND MALE REPRODUCTIVE SYSTEMS**

1. Organs of the urinary system.
2. Structure and function of the urinary system.
3. Metabolic wastes.
4. The formation of urine.
5. Organs of the male reproductive system.
6. Structure and function of the male reproductive system.
7. Sexually transmitted diseases.

## **SECTION 9: THE FEMALE REPRODUCTIVE SYSTEM**

1. Organs of the female reproductive system.
2. Structure and function of the female reproductive system.
3. The menstrual cycle.
4. Conception, pregnancy, and birth.
5. The breasts and lactation.
6. Contraception.

## **SECTION 10: THE SKELETAL SYSTEM**

1. Structure of bone.
2. Bones of the body.

## **SECTION 11: THE MUSCULAR SYSTEM**

1. Types of joints.
2. Types of muscles.
3. Muscles of the body.

## **SECTION 12: THE SPINAL CORD AND SPINAL NERVES**

1. Organs of the nervous system.
2. Structure and function of the spinal cord and spinal nerves.

### **SECTION 13: THE BRAIN AND CRANIAL NERVES**

1. Structure and function of the brain.
2. The cranial nerves.
3. Brain studies.

### **SECTION 14: THE LYMPHATIC SYSTEM AND IMMUNITY**

1. Organs of the lymphatic system.
2. Structure and function of the lymphatic system.
3. Immunity.

### **SECTION 15: CELLS**

Structure and function of cells.

# Medical Terminology

## Course Description

**Course Description:** An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary in all the body systems and medical specialties, in laboratory medicine and imaging, and in pharmacology.

**Recommended Prerequisites:** None.

**Recommended Course Length:** 45 hours (3 hours per section).

### Course Objectives

1. Spell and define common prefixes, suffixes, word roots, and combining forms for each body system.
2. Build medical words using prefixes, suffixes, and root words for each body system.
3. Spell and define common medical terms for each body system.
4. Pronounce common medical terms for each body system.
5. Identify and translate common abbreviations and acronyms for each body system.
6. Form the plurals of English, Latin, and Greek nouns for each body system.
7. Recognize and differentiate between Latin, Greek, and French medical words.
8. List examples of words whose spelling varies in different forms.
9. Describe the difference between brief forms and medical slang and give examples for each body system.

### SECTION 1: THE BODY AS A WHOLE AND THE INTEGUMENTARY SYSTEM

1. Introduction to course and overview of contents.
2. Basic word structure.
3. Planes and anatomical positions.
4. Body cavities.
5. Structure of the skin.
6. Prefixes, suffixes, word roots, combining forms.
7. Pathology; surgical and laboratory procedures.
8. Abbreviations.
9. Vocabulary, spelling, and pronunciation.

### SECTION 2: THE DIGESTIVE SYSTEM

1. Structures of the digestive tract.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

### **SECTION 3: ADDITIONAL SUFFIXES AND PREFIXES**

1. Common suffixes.
2. Common prefixes.
3. Medical word formation.

### **SECTION 4: THE RESPIRATORY SYSTEM**

1. Structure of the respiratory system
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

### **SECTION 5: THE CARDIOVASCULAR SYSTEM**

1. Structure of the heart.
2. Blood and circulation.
3. Prefixes, suffixes, word roots, combining forms.
4. Pathology; surgical, x-ray, and laboratory procedures.
5. Abbreviations.
6. Vocabulary, spelling, and pronunciation.

### **SECTION 6: THE SENSE ORGANS**

1. Structure of the ears and eyes.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

### **SECTION 7: THE ENDOCRINE SYSTEM**

1. Glands of the endocrine system.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

### **SECTION 8: THE URINARY AND MALE REPRODUCTIVE SYSTEMS**

1. Structures of the urinary tract.
2. Structures of the male reproductive tract.
3. Prefixes, suffixes, word roots, combining forms.
4. Pathology; surgical, x-ray, and laboratory procedures.
5. Abbreviations.
6. Vocabulary, spelling, and pronunciation.

## **SECTION 9: THE FEMALE REPRODUCTIVE SYSTEM**

1. Structure of the female reproductive tract.
2. The breasts.
3. Menstruation, pregnancy, and birth.
4. Prefixes, suffixes, word roots, combining forms.
5. Pathology; surgical, x-ray, and laboratory procedures.
6. Abbreviations.
7. Vocabulary, spelling, and pronunciation.

## **SECTION 10: THE MUSCULOSKELETAL SYSTEM: BONES**

1. Types of bones.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

## **SECTION 11: THE MUSCULOSKELETAL SYSTEM: JOINTS AND MUSCLES**

1. Types of joints and muscles.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

## **SECTION 12: THE NERVOUS SYSTEM**

1. Structures of the brain and spinal cord.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

## **SECTION 13: PSYCHIATRY**

1. Psychiatric symptoms and disorders.
2. Prefixes, suffixes, word roots, combining forms.
3. Pathology; surgical, x-ray, and laboratory procedures.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.

## **SECTION 14: THE LYMPHATIC AND IMMUNE SYSTEMS**

1. Structure of the lymphatic system.
2. Immunity.
3. Prefixes, suffixes, word roots, combining forms.
4. Abbreviations.
5. Vocabulary, spelling, and pronunciation.



## **SECTION 15: ONCOLOGY AND RADIOLOGY**

1. Tumor characteristics and classifications.
2. Treatment options; radiation therapy and chemotherapy.
3. Radiologic procedures; diagnostic and therapeutic techniques.
4. X-ray positioning.
5. Prefixes, suffixes, word roots, combining forms.
6. Abbreviations.
7. Vocabulary, spelling, and pronunciation.

# Medical Science Course Description

**Course Description:** Content and terminology used under each of the main headings within a history and physical examination report. An in-depth study of the history and physical examination. Understanding interrelationships and medical cause and effect in anatomy and physiology, medical terminology, pharmacology, and laboratory procedures as demonstrated through exercises based on actual medical reports.

**Recommended Prerequisites:** Concurrent enrollment or prior completion of Anatomy and Physiology and Medical Terminology.

**Recommended Course Length:** 15 hours (1 hour per section).

## Course Objectives

1. Describe the purpose and general content under each of the main headings within the history and physical examination report.
2. Demonstrate editing techniques by identifying and correcting medical spelling errors and wrong words as well as medical inconsistencies within a report.

## SECTION 1

1. Introduction to course and overview of contents.
2. Physical diagnosis.
3. Introduction to the history and physical.
4. Review of systems: skin.
5. Examination of the skin.

## SECTION 2

1. Chief complaint and history of present illness.
2. Family history.
3. Social history.
4. Habits.
5. Review of systems: gastrointestinal.
6. Examination of abdomen and groin.

## SECTION 3

1. Past medical history.
2. Overview of physical examination.
3. Vital signs.
4. General appearance.

#### **SECTION 4**

1. Review of systems: respiratory.
2. Examination of the thorax.
3. Examination of the lungs.

#### **SECTION 5**

1. Review of systems: cardiovascular.
2. Examination of the heart.

#### **SECTION 6**

1. Review of systems: head, eyes, ears, nose, throat, mouth, and teeth.
2. Examination of the head, face, and neck.

#### **SECTION 7**

The pediatric history and physical.

#### **SECTION 8**

1. Review of systems: genitourinary.
2. Examination of the male genitalia and prostate.

#### **SECTION 9**

1. Examination of the external female genitalia.
2. Pelvic examination.

#### **SECTION 10**

Review of systems: neuromuscular.

#### **SECTION 11**

Examination of the back and extremities.

#### **SECTION 12**

Neurological examination.

#### **SECTION 13**

1. Review of systems: psychiatric.
2. Mental status examination.

#### **SECTION 14**

Diagnostic formulations.

#### **SECTION 15**

Glossary of terms.

# Human Diseases *or* Disease Processes

## Course Description

**Course Description:** A comprehensive study of disease processes (causes, symptoms, diagnosis, and treatments), organized by body systems.

**Recommended Prerequisites/Concurrent Courses:** Anatomy and Physiology, Medical Terminology.

**Recommended Course Length:** 45 hours (3 hours per section).

### Course Objectives

1. Describe how diseases are named and classified.
2. Identify common genetic disorders.
3. List common infectious diseases.
4. Define *immunity* and identify common immunological diseases.
5. Define *neoplasia* and differentiate between *malignant* and *benign*.
6. Identify common traumatic injuries.
7. Identify common diseases for each body system.
8. Pronounce and spell common disease names.
9. Define common abbreviations for symptoms and disease processes for each body system.

### SECTION 1: THE NATURE OF DISEASE; DISEASES OF THE SKIN

1. Introduction to course and overview of contents.
2. The nature of disease; how diseases are named.
3. Common disease terms.
4. Anatomy and physiology of the skin.
5. Signs, symptoms, and diagnostic procedures of the skin.
6. Diseases and disorders of the skin.

### SECTION 2: GASTROINTESTINAL DISEASES

1. Anatomy and physiology of the digestive system.
2. Signs, symptoms, and diagnostic procedures of the gastrointestinal system.
3. Diseases and disorders of the digestive system.

### SECTION 3: TRAUMA AND POISONING

1. Types of trauma.
2. Poisoning.

### SECTION 4: DISEASES OF THE RESPIRATORY SYSTEM

1. Anatomy and physiology of the respiratory system.
2. Signs, symptoms, and diagnostic procedures in respiratory diseases.
3. Diseases and disorders of the respiratory system.

**SECTION 5: DISEASES OF THE CARDIOVASCULAR SYSTEM;  
DISORDERS OF BLOOD CELLS AND COAGULATION**

1. Anatomy and physiology of the cardiovascular system and blood.
2. Signs, symptoms, and diagnostic procedures of the cardiovascular system.
3. Diseases and disorders of the cardiovascular system.
4. Disorders of blood cells, blood-forming tissues, and coagulation.
5. Diagnostic procedures in hematologic disease.

**SECTION 6: DISEASES OF THE EARS, NOSE, THROAT, AND EYES**

1. Anatomy and physiology of the ears, nose, throat, and eyes.
2. Signs, symptoms, and diagnostic procedures of the ears, nose, throat, and eyes.
3. Diseases and disorders of the ears, nose, throat, and eyes.

**SECTION 7: GENETIC DISORDERS; DISORDERS OF METABOLISM,  
NUTRITION, AND ENDOCRINE FUNCTION**

1. Disease features and procedures diagnostic for hereditary diseases, disorders, and chromosomal abnormalities.
2. Anatomy and physiology of the endocrine glands.
3. Physiology of metabolism and nutrition.
4. Disorders of the principal endocrine glands: pituitary, thyroid, parathyroid, adrenal.
5. Disorders of the pancreas.

**SECTION 8: DISEASES OF THE EXCRETORY AND MALE REPRODUCTIVE  
SYSTEMS; SEXUALLY TRANSMITTED DISEASES**

1. Anatomy and physiology of the excretory system and male reproductive system.
2. Signs, symptoms, and diagnostic procedures of the genitourinary system.
3. Diseases and disorders of the male reproductive system and excretory system.
4. Sexually transmitted diseases.

**SECTION 9: THE FEMALE REPRODUCTIVE SYSTEM; BREAST DISEASES**

1. Anatomy and physiology of the female reproductive system and breasts.
2. Signs, symptoms, and diagnostic procedures of the female reproductive system and breasts.
3. Diseases and disorders of the female reproductive system and breasts.
4. Pregnancy and childbirth.

**SECTION 10: MUSCULOSKELETAL DISORDERS**

1. Anatomy and physiology of the musculoskeletal system.
2. Signs, symptoms, and diagnostic procedures of the musculoskeletal system.
3. Diseases and disorders of the musculoskeletal system.

## **SECTION 11: INFECTIOUS DISEASES**

1. The concepts of infection and immunity.
2. Transmission of infectious diseases.
3. Infecting organisms.
4. Diagnosis and treatment of infectious diseases.

## **SECTION 12: DISEASES OF THE NERVOUS SYSTEM**

1. Anatomy and physiology of the nervous system.
2. Signs, symptoms, and diagnostic procedures of the nervous system.
3. Diseases and disorders of the nervous system.

## **SECTION 13: PSYCHIATRIC DISORDERS**

Mental disorders and psychiatric illness.

## **SECTION 14: THE IMMUNE SYSTEM**

1. Function of the immune system.
2. Immunodeficiency, autoimmunity, and allergies.
3. Signs, symptoms, and diagnostic procedures of the immune system.
4. Diseases and disorders of the immune system.

## **SECTION 15: NEOPLASIA**

1. The nature of neoplasia.
2. Common cancers and warning signs.
3. Diagnosis and treatment of malignancy.

## **Pharmacology Course Description**

**Course Description:** An introduction to the principles of pharmacology and a comprehensive study of drug action, routes of administration, classes of drugs by body system, as well as antibiotics, antiviral drugs, IV fluids, blood products, anesthetics, emergency drugs, vaccines and immunizations, and chemotherapy agents.

**Recommended Prerequisites:** None.

**Recommended Course Length:** 45 hours (3 hours per section).

### **Course Objectives**

1. Describe the pharmacologic action of common drugs within all major drug categories by body system.
2. Identify the trade names of common generic drugs.
3. Identify several important drugs within a given category.
4. Identify the drug category to which a common drug belongs, when given its generic or trade name.
5. Pronounce and spell common generic or trade name drugs within a given drug category.
6. List five forms in which drugs are manufactured.
7. List six routes of drug administration and give one advantage and disadvantage for each route.
8. List the four steps of the drug cycle and explain how a drug is changed or affected during each step.
9. Describe the difference between local, systemic, therapeutic, allergic, and side effects of drugs.
10. Demonstrate the proper use of drug reference materials.
11. Define common drug abbreviations, including units of measurement.
12. Describe a receptor and its role in drug action.
13. Describe a neurotransmitter and its function.

### **SECTION 1:**

1. Introduction to course and overview of course contents.
2. History of drugs.
3. Drug legislation.
4. Drug terminology.
5. Dermatologic drugs.
6. Antifungal drugs.

### **SECTION 2**

1. Gastrointestinal drugs.
2. Antidiabetic drugs.

### **SECTION 3**

1. Drug design and testing.
2. Drug names (chemical, generic, trade) and marketing.
3. Drug sources.
4. Drug categories.
5. Drug forms and routes of administration.
6. Systems of measurement.

### **SECTION 4**

1. Pulmonary drugs.
2. Emergency drugs.
3. Anticoagulants.

### **SECTION 5**

1. Cardiovascular drugs.
2. IV fluids and blood products.

### **SECTION 6**

1. Ears, nose, and throat drugs.
2. Ophthalmic drugs.

### **SECTION 7**

1. Endocrine drugs.
2. Anti-infective drugs.

### **SECTION 8**

1. Urinary tract drugs.
2. Steps in the drug cycle.

### **SECTION 9**

1. Obstetrical drugs.
2. Gynecological drugs.

### **SECTION 10**

Musculoskeletal drugs.

### **SECTION 11**

Analgesic drugs.

### **SECTION 12**

1. Neurological drugs.
2. Anesthetics.



**SECTION 13**

Psychiatric drugs.

**SECTION 14**

1. Drug effects.
2. AIDS drugs and antivirals.

**SECTION 15**

Chemotherapy drugs.

## Laboratory Tests and Diagnostic Procedures in Medicine I Course Description

**Course Description:** An introduction to six principal types of diagnostic procedure: physical measurements, electrodiagnostics, endoscopy, medical imaging, and clinical pathology. For each test or procedure, methodology, indications or purposes, and range of results is covered to enable the student to recognize pertinent terminology and to grasp the general sense of a report.

**Recommended Prerequisites:** None.

**Recommended Course Length:** 30 hours (2 hours per section).

### Course Objectives:

1. Describe the process of medical diagnosis and explain the role of laboratory tests and diagnostic procedures.
2. Explain units and standards of measurement.
3. Explain some ways by which the concept of normal is defined.
4. Distinguish diagnostic from screening tests and sensitivity from specificity.
5. List and define various forms of physical measurements, including body fat measurements, goniometry, strength testing, and pelvimetry.
6. Explain procedures for measuring visual field and acuity.
7. Discuss audiometry and its interpretation.
8. Describe the balance system and explain how it is tested.
9. Classify and define various tests that measure temperature, respiration, and pressure, including ocular tonometry, gastrointestinal manometry, invasive and noninvasive measurements of pressure in the cardiovascular system, spirometry, and plethysmography.
10. Explain the basic principles and diagnostic uses of electroencephalography, polysomnography, electroretinography, electrooculography, electromyography, and nerve conduction studies.
11. Explain the basic principles and diagnostic uses of electrocardiography, ambulatory electrocardiography, stress testing, and pulse oximetry.
12. Describe the instruments and methods used to endoscopically examine the eyes, ears, nose, and upper and lower respiratory tract.
13. Explain the basic principles and diagnostic uses of endoscopic procedures of the upper and lower gastrointestinal tract, the genitourinary tract, and the female reproductive system.
14. Discuss the basic principles, diagnostic value, limitations, and importance of plain radiographic procedures, including standard PA chest x-ray, plain x-rays of the abdomen and extremities, mammography, and bone densitometry.
15. Discuss blood coagulation abnormalities and laboratory studies used in their diagnosis.
16. Explain blood groups and their significance.

17. Discuss the role of electrolytes, minerals, and blood gases in health and disease.
18. Explain the diagnostic application of various tests for enzymes, hormones, proteins, lipids, and glucose in circulating blood.
19. List and explain the significance of tests for tumor markers and waste products.
20. Describe laboratory procedures in microbiology, the use of stains in diagnosis, and the use of smears and cultures, and explain the clinical application of these procedures in diagnosis and management of disease.
21. Explain the uses and discuss the applications of serologic testing in infection and autoimmune disease and how skin testing is used in infectious disease and allergy.
22. Describe basic procedures in molecular biology, explain the basic principles of genetics, and list and discuss tests for genetic abnormalities.
23. List and describe basic laboratory tests of urine, stool, and other body fluids, and discuss the diagnostic applications of these tests.

**SECTION 1: CHAPTERS 1 & 2, PHYSICAL MEASUREMENTS, ANTHROPOMETRY  
MUSCULOSKELETAL MEASUREMENTS AND CLINICAL  
PELVIMETRY**

1. General introduction to medical diagnosis and the role of laboratory tests and diagnostic procedures, units and standards of measurement, the concept of normal, and the difference between diagnostic and screening tests.
2. Body fat measurements, goniometry, strength testing, and pelvimetry.

**SECTION 2: CHAPTER 4, INTRODUCTION TO TEMPERATURES,  
RATES, AND PRESSURES**

1. Measures of temperature.
2. Measures of respiration.
3. Measures of pressure, including ocular tonometry, gastrointestinal manometry.
4. Invasive and noninvasive measurements of pressure in the cardiovascular system.
5. Spirometry, and plethysmography.

**SECTION 3: CHAPTER 8, DIGESTIVE TRACT AND GENITOURINARY SYSTEM**

1. Endoscopic procedures of the upper and lower gastrointestinal tract.
2. Endoscopic procedures of the genitourinary system.
3. Endoscopic procedures of the female reproductive system.

**SECTION 4: CHAPTER 11, CONTRAST RADIOGRAPHY**

1. Encephalography (ventriculography) and myelography.
2. Bronchography.
3. Barium swallow, upper GI series, small bowel follow-through, and barium enema.
4. Cholecystography and endoscopic retrograde cholangiopancreatography.
5. Intravenous pyelogram, retrograde pyelography, and voiding cystourethrogram.
6. Hysterosalpingography.

7. Angiography including cerebral angiography, coronary angiography, aortography, renal angiography, peripheral angiography, venography, and lymphangiography.
8. Arthrography.
9. Dacryocystography, galactography, fistulography.

#### **SECTION 5: CHAPTER 6, ELECTROCARDIOLOGY**

1. Electrocardiography.
2. Ambulatory electrocardiography.
3. Stress testing.
4. Pulse oximetry.

#### **SECTION 6: CHAPTER 3, MEASUREMENT OF VISION AND HEARING**

1. Visual field testing.
2. Visual acuity testing.
3. Audiometry.
4. Tests for balance.

#### **SECTION 7: CHAPTER 7, VISUAL EXAM OF THE EYES, EARS, NOSE AND THROAT**

1. Ophthalmoscopy and slit lamp examination.
2. Otoscopy.
3. Endoscopic examination of the upper and lower respiratory tracts.

#### **SECTION 8: CHAPTER 24, URINE, STOOL, AND OTHER BODY FLUIDS**

1. Tests of urine.
2. Tests of stool.
3. Tests of other body fluids.

#### **SECTION 9: CHAPTER 21, MICROBIOLOGY**

1. Laboratory procedures in microbiology.
2. Use of stains.
3. Use of cultures and smears.

#### **SECTION 10: CHAPTER 23, MOLECULAR BIOLOGY**

1. Molecular biology procedures.
2. Basics of genetics.
3. Tests for genetic abnormalities.

#### **SECTION 11: CHAPTER 10, PLAIN RADIOGRAPHY**

1. Standard PA chest x-ray.
2. Plain x-rays of abdomen and extremities.
3. Mammography.
4. Bone densitometry.

**SECTION 12: CHAPTER 5, ELECTRODIAGNOSTIC STUDIES**

1. Electroencephalography.
2. Polysomnography.
3. Electoretinography and electrooculography.
4. Electromyography.
5. Nerve conduction studies.

**SECTION 13: CHAPTER 19, INTRODUCTION TO LABORATORY STUDIES  
ON THE BLOOD**

1. Formed elements of the blood.
2. Coagulation abnormalities and studies.
3. Blood groups and typing.

**SECTION 14: CHAPTER 20, BLOOD CHEMISTRY**

1. Tests for enzymes, hormones, proteins, lipids, and glucose.
2. Tests for tumor markers and waste products.

**SECTION 15: CHAPTER 22, IMMUNOLOGY**

1. Serologic testing in autoimmune and infectious disease.
2. Skin testing in infectious disease and allergy.

## **Beginning Medical Transcription Practice/Professional Issues Course Description**

**Course Description:** Transcription of authentic physician-dictated reports organized by body systems. Emphasis on development of accuracy, speed, and medical knowledge for transcription of nonsurgical medical dictation: letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Using reference materials and other resources efficiently. Editing and proofreading techniques. Understanding professional issues in medical transcription. Grammar and punctuation review.

**Recommended Prerequisites:** Minimum typing speed of 50 corrected words per minute; college-level proficiency in spelling, English grammar, and usage. Concurrent enrollment in or prior completion of courses in Medical Terminology and Anatomy and Physiology.

**Recommended Course Length:** 240 hours (16 hours per section).

### **Course Objectives**

1. Select the correct format for a dictated medical report.
2. Demonstrate the proper use of reference materials.
3. Transcribe letters, consultations, chart notes, history and physical reports, and discharge summaries.
4. Edit the transcript to correct obvious grammatical and punctuation errors.
5. Identify obvious medical inconsistencies.
6. Produce a final, neat, error-free transcript.
7. Increase transcription speed and productivity throughout the course.
8. Explain quantity versus quality in medical transcription.
9. Identify various methods of compensation.
10. Describe what is meant by patient confidentiality and give several examples of proper and improper use of patient medical information.
11. Describe the various environments where transcription is performed and list the pros and cons of each.
12. Explain risk management and the transcriptionist's role.
13. Define *practicum*; define *externship*.
14. Identify ways in which the medical transcriptionist can reduce work-related injuries.
15. Describe the desirable qualities in MTs that are valued by employers.
16. Prepare an appropriate resumé.

### **SECTION 1**

1. Introduction of course and overview of contents.
2. The modern healthcare team.
3. Technology and tools of the trade.
4. The patient health record.
5. Medical transcription practice: integumentary system.

## **SECTION 2**

1. The patient health record.
2. Dictated medical reports.
3. Gastrointestinal system review.
4. Medical transcription practice: gastrointestinal.

## **SECTION 3**

1. The chart note.
2. Grammar review: spelling rules, parts of speech, subjects and predicates, types of sentences.
3. Terminology review: suffixes, prefixes, plurals, abbreviations, slang, units of measure.
4. Medical transcription practice: gastrointestinal.

## **SECTION 4**

1. The history and physical examination.
2. Pulmonary system review.
3. Medical transcription practice: pulmonary.

## **SECTION 5**

1. Surgery and the operative report.
2. Cardiovascular system review.
3. Medical transcription practice: cardiovascular.

## **SECTION 6**

1. Reference books.
2. Word research techniques.
3. Eyes, ears, nose, and throat review.
4. Medical transcription practice: ears/nose/throat and ophthalmology.

## **SECTION 7**

1. Flagging medical documents.
2. Proofreading and editing.
3. Endocrine system review.
4. Medical transcription practice: pediatrics.

## **SECTION 8**

1. Quality assurance.
2. Transcribing for the ESL dictator.
3. Genitourinary system review.
4. Medical transcription practice: genitourinary.

## **SECTION 9**

1. Patient confidentiality.
2. Female reproductive system review.
3. Medical transcription practice: obstetrics and gynecology.

## **SECTION 10**

1. Risk management.
2. Musculoskeletal system review.
3. Medical transcription practice: orthopedics.

## **SECTION 11**

1. Work environments.
2. Working at home.
3. Grammar and punctuation review: Verb tense, subject-verb agreement, common errors, commas.
4. Medical transcription practice: orthopedics.

## **SECTION 12**

1. Practicums/externships.
2. Resumé preparation.
3. Nervous system review.
4. Medical transcription practice: neuropsychiatric.

## **SECTION 13**

1. Desirable employee characteristics.
2. Job searching.
3. Productivity.
4. Punctuation review: semicolons, hyphens.
5. Medical transcription practice: neuropsychiatric.

## **SECTION 14**

1. Compensation.
2. Avoiding work-related injuries.
3. Immune system review.
4. Medical transcription practice: hematology, oncology, immunology.

## **SECTION 15**

1. Your professional image.
2. Networking.
3. Punctuation review: colons, apostrophes, periods, question marks, exclamation points, dashes, parentheses, brackets, slashes, ellipses.
4. Radiology and pathology review.
5. Medical transcription practice: hematology, oncology, immunology.



## Intermediate Medical Transcription—Surgery Transcription

Course and Textbooks SECTION	<i>Surgical Technology: Principles &amp; Practice, 4th ed.</i>
<p><b>Section 1: Introduction to Surgery</b></p> <p><b>Note:</b> It is recommended that the entire first section be preparatory reading for the rest of the course. It is important that students be aware of the surgical concepts, techniques, and materials discussed in these readings, and they should be encouraged to review and refer to these readings as they proceed through the course.</p>	<p><b>Note:</b> Use the Table of Contents and the Index to locate the assigned readings. Subsections are identified by initial capital letters; major sections are identified by all caps. If a section is in all caps, read everything under that heading up to the next ALL-CAP heading.</p> <p><b>Read:</b></p> <ol style="list-style-type: none"> <li>1. In Chapter 5, Operating Room Environment, read the following sections: Postanesthesia Care Unit, OPERATING ROOM (SURGICAL) SUITE, ENVIRONMENTAL CONTROLS.</li> <li>2. In Chapter 10 (Transporting, Transferring, and Positioning), read the following sections: PATIENT INJURIES AND POSITIONING; SURGICAL POSITIONS.</li> <li>3. Chapter 11, Surgical Preparation and Draping (ALL).</li> <li>4. Chapter 12, Anesthesia (ALL).</li> <li>5. Chapter 13, Surgical Pharmacology (Start at DRUG ADMINISTRATION to end of chapter).</li> <li>6. Chapter 15, Surgical Techniques (Terminology; CASE PLANNING, Stop at Opening a Case; Skip to SURGICAL COUNT, Stop at Passing and Handling Instruments; Skip to HANDLING AND CARING FOR SPECIMENS, to end of Chapter 15).</li> <li>7. Chapter 16 (ALL).</li> <li>8. Chapter 20, The Selection of Surgical Instruments (ALL).</li> </ol> <p><b>Exercises</b> for Fuller, <i>Surgical Technology: Principles and Practice</i>. The exercises at the end of chapters are for surgical technologists and not appropriate for medical transcription students, so there are no textbook exercises for this text. However, your instructor may have additional exercises for you to do, but at a minimum, you should do the following: As you read the assignments, highlight and look up in a dictionary any terminology you do not know. Pay particular attention to the Technique and Discussion sections for each of the procedures discussed. As you transcribe the surgical dictations, use the index to locate any readings that correspond to the type of procedure you are transcribing, re-reading those sections and noting any vocabulary that corresponds to the report you are transcribing. If there is terminology used in the dictations that is not covered in the readings, make a note of same and be certain that you understand the meanings of those terms.</p>

## Intermediate Medical Transcription—Surgery Transcription

Course and Textbooks SECTION	<i>Surgical Technology: Principles &amp; Practice, 4th ed.</i>	<i>Laboratory Medicine Laboratory Tests &amp; Diagnostic Procedures in Medicine</i>	<b>Surgery Transcription Practice</b> <i>The Medical Transcription Workbook, 3rd ed. (MTWB)</i>
<b>Section 2: Cardiovascular/Thoracic Surgery</b>	<b>Read:</b> Chapter 29, Cardiothoracic Surgery.	<b>No assignment.</b>	<b>MTWB Exercises:</b> Section 2K: Surgery: General Surgery & Anesthesia. <b>Transcribe:</b> Cardiovascular/Thoracic Surgery, Dict. 1-7
<b>Section 3: Cardiovascular/Thoracic Surgery</b>	<b>Read:</b> Read Chapter 28, Peripheral Vascular Surgery (ALL).	<b>No assignment.</b>	<b>MTWB Exercises:</b> Section 2K: Surgery: Cardiovascular & Respiratory. <b>Transcribe:</b> Cardiovascular/Thoracic Surgery, Dict. 8-12
<b>Section 4: Gastrointestinal Surgery</b>	<b>Read:</b> Chapter 21, General Surgery, Sections I-IV (about 78 pages)	<b>No assignment.</b>	<b>MTWB Exercises:</b> None. <b>Transcribe:</b> Gastrointestinal Surgery, Dict. 1-6.
<b>Section 5: Gastrointestinal Surgery</b>	<b>Read:</b> Chapter 18, Endoscopic Surgery & Robotics (Stop at Robotics); Chapter 30, Pediatric Surgery.	<b>Read:</b> Chapter 9, Endoscopy <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery, Gastrointestinal System. <b>Transcribe:</b> Gastrointestinal Surgery, Dict. 7-13.
<b>Section 6: Genitourinary Surgery</b>	<b>Read:</b> Chapter 23, Genitourinary Surgery.	<b>Read:</b> Chapter 13, Ultrasound. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery, Genitourinary System. <b>Transcribe:</b> Genitourinary Surgery, Dict. 1-10.
<b>Section 7: Head and Neck Surgery</b>	<b>Read:</b> Chapter 25, Otolaryngologic, Oral, and Maxillofacial Surgery, Sections I-III.	<b>Read:</b> Chapter 12, Computed Tomography. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> None. <b>Transcribe:</b> Head and Neck Surgery, Dict. 1-9.
<b>Section 8: Head and Neck Surgery</b>	<b>Read:</b> Chapter 24, Ophthalmic Surgery.	<b>Read:</b> Chapter 14, Magnetic Resonance Imaging. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery: Ears, Nose, and Throat and Eyes. <b>Transcribe:</b> Head and Neck Surgery, Dict. 10-17

## Intermediate Medical Transcription—Surgery Transcription

Course and Textbooks SECTION	<i>Surgical Technology: Principles &amp; Practice, 4th ed.</i>	<i>Laboratory Medicine Laboratory Tests &amp; Diagnostic Procedures in Medicine</i>	<b>Surgery Transcription Practice</b> <i>The Medical Transcription Workbook, 3rd ed. (MTWB)</i>
<b>Section 9: Neurosurgery</b>	<b>Read:</b> Chapter 31, Neurosurgery.	<b>Read:</b> Chapter 15, Nuclear Imaging. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery: Nervous System. <b>Transcribe:</b> Neurosurgery, Dict. 1-7.
<b>Section 10: Ob/Gyn Surgery</b>	<b>Read:</b> Chapter 22, Gynecological and Obstetrical Surgery.	<b>No assignment.</b>	<b>MTWB Exercises:</b> None. <b>Transcribe:</b> Ob/Gyn Surgery, Dict. 1-6.
<b>Section 11: Ob/Gyn Surgery</b>	<b>Read:</b> Chapter 19, Diagnostic Procedures	<b>Read:</b> Chapter 16: Normal Anatomy & Physiology. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery: Female Reproductive System. <b>Transcribe:</b> Ob/Gyn Surgery, Dict. 7-14.
<b>Section 12: Orthopedic Surgery</b>	<b>Read:</b> Chapter 27, Orthopedic Surgery.	<b>No assignment.</b>	<b>MTWB Exercises:</b> None. <b>Transcribe:</b> Orthopedic Surgery, Dict. 1-8.
<b>Section 13: Orthopedic Surgery</b>	<b>Read:</b> Chapter 7, Microbiology and the Process of Infection.	<b>Read:</b> Chapter 17, Pathologic Procedures & Practice. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> Section 2K: Surgery: Musculoskeletal System. <b>Transcribe:</b> Orthopedic Surgery, Dict. 9-15.
<b>Section 14: Plastic Surgery</b>	<b>Read:</b> Chapter 25, Otolaryngologic, Oral, and Maxillofacial Surgery, Section IV (to end of chapter); Chapter 21, General Surgery, Section V (to end of chapter).	<b>Read:</b> Chapter 18, Pathologic Change & Diagnosis. <b>Exercises:</b> End of chapter.	<b>MTWB Exercises:</b> None. <b>Transcribe:</b> Plastic Surgery, Dict. 1-7.
<b>Section 15: Plastic Surgery</b>	<b>Read:</b> Chapter 26, Plastic & Reconstructive Surgery.	<b>No assignment.</b>	<b>MTWB Exercises:</b> Section 2K: Surgery, Integumentary System. <b>Transcribe:</b> Plastic Surgery, Dict. 8-15.

# **The SUM Program for Medical Transcription Training Intermediate Course Descriptions and REQUIRED Textbooks**

## **Surgical Procedures Course Description**

**Course Description:** A comprehensive study of surgical techniques, instruments, and operative procedures by body system.

**Recommended Prerequisites:** Anatomy and Physiology, Medical Science, Medical Terminology, Disease Processes.

**Recommended Course Length:** 15 hours (1 hour per section).

### **Course Objectives**

1. Identify common surgical procedures for each body system.
2. Describe the role of members of the healthcare team in the operating and recovery rooms.
3. Describe and sequence the steps commonly taken to prepare a patient for surgery.
4. List common suture materials, suture techniques, and dressings.
5. Identify common surgical instruments and describe their use.
6. Describe the steps involved in selected surgical procedures for each body system.
7. Define common abbreviations for surgeries by body system.
8. Spell and pronounce common surgical procedures.

### **SECTION 1**

1. Introduction to course and overview of contents.
2. The operating room and staff.
3. Aseptic technique.
4. Anesthesia methods.
5. Transporting and positioning the patient.
6. Preparation of the surgical site.
7. Wounds and wound closure.
8. Hemostasis.

### **SECTION 2**

1. Surgical instruments.
2. Cardiothoracic surgery.

**SECTION 3**

Open gastrointestinal surgery.

**SECTION 4**

Laparoscopic gastrointestinal surgery.

**SECTION 5**

1. Urinary surgery.
2. Male reproductive system surgery.

**SECTION 6**

Laser technology and use.

**SECTION 7**

1. Thyroid surgery.
2. Ear, nose, throat, and mouth surgery.

**SECTION 8**

Eye surgery.

**SECTION 9**

Neurosurgery

**SECTION 10**

1. Gynecological surgery.
2. Obstetrical surgery.

**SECTION 11**

Surgical routines and emergencies.

**SECTION 12**

Orthopedic surgery.

**SECTION 13**

1. Microbiology.
2. Acquired immunodeficiency syndrome (AIDS).

**SECTION 14**

Plastic and reconstructive surgery.

**SECTION 15**

Breast surgery.

## **Laboratory Tests and Diagnostic Procedures in Medicine II Course Description**

**Course Description:** A continuation of Laboratory Tests and Diagnostic Procedures in Medicine I that includes advanced medical imaging procedures and anatomic pathology. For each test or procedure, the methodology, indications or purposes, and range of results are covered to enable the student to recognize pertinent terminology and to grasp the general sense of a report.

**Recommended Prerequisites:** Completion of Laboratory Tests and Diagnostic Procedures in Medicine I.

**Recommended Course Length:** 30 hours (2 hours per section).

### **Course Objectives:**

1. List the indications and diagnostic and/or surgical uses of thoracoscopy, mediastinoscopy, laparoscopy, culdoscopy, and arthroscopy.
2. Discuss the basic principles of contrast radiography and describe the applications and limitations of contrast examinations of the upper and lower digestive system and biliary tract, the genitourinary system, and cerebral, coronary and pulmonary angiography.
3. Explain how computed tomography differs from standard diagnostic radiography, list advantages and applications of CT, and discuss the use of contrast media in CT.
4. Discuss the basic principles, advantages and disadvantages, and application of diagnostic ultrasonography in obstetrics and cardiology.
5. Describe how magnetic resonance imaging works and explain its advantages and disadvantages.
6. Define radioisotopes and tell how they are applied in nuclear imaging and explain how nuclear imaging differs from all other imaging methods
7. Describe the gross and microscopic structure of the human body, the structure and function of cells, and the distinguishing features of basic tissue types.
8. Outline the procedure for preparing stained sections of tissue for microscopic examination and discuss the basic techniques and diagnostic roles of cytologic studies, biopsies, and autopsies.
9. Explain the pathologic consequences of developmental, growth, and nutrition disorders; inflammation, infection, and allergy; atrophy, degeneration, and necrosis in circulatory disorders; and benign and malignant neoplasms.
10. Distinguish formed elements of the blood and describe basic laboratory tests pertaining to them.

### **SECTION 1: CHAPTER 9, ENDOSCOPIC EXAMINATIONS REQUIRING INCISIONS**

1. Thoracoscopy.
2. Mediastinoscopy.
3. Laparoscopy.
4. Culdoscopy.
5. Arthroscopy.

## **SECTION 2**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

## **SECTION 3: CHAPTER 12, COMPUTED TOMOGRAPHY**

1. How computed tomography differs from standard radiography.
2. Advantages and applications of computed tomography.
3. Use of contrast media in computed tomography.

## **SECTION 4**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

## **SECTION 5: CHAPTER 13, ULTRASONOGRAPHY**

1. Principles of ultrasonography.
2. Obstetrical ultrasonography.
3. Echocardiography.

## **SECTION 6**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

## **SECTION 7: CHAPTER 14, MAGNETIC RESONANCE IMAGING**

1. How magnetic resonance imaging works.
2. Advantages and disadvantages of MRI.

## **SECTION 8**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

## **SECTION 9: CHAPTER 15, NUCLEAR IMAGING**

1. Concepts of nuclear imaging.
2. What is a radioisotope.
3. How nuclear imaging differs from all other imaging.
4. Positron emission tomography.
5. SPECT scan.
6. Ventilation-perfusion lung scan.
7. Bone scintigraphy.

## **SECTION 10: CHAPTER 16, NORMAL ANATOMY AND PHYSIOLOGY**

1. Gross and microscopic structure of human body.
2. Structure and function of cells.
3. Distinguishing features of basic tissue types.

## **SECTION 11**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

**SECTION 12: CHAPTER 17, PROCEDURES AND PRACTICES  
IN ANATOMY AND PHYSIOLOGY**

1. Staining procedures of tissue for microscopic examination.
2. Basic techniques and diagnostic roles of cytologic studies, biopsies, and autopsies.

**SECTION 13**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.

**SECTION 14: CHAPTER 18, PATHOLOGIC CHANGE  
AND PATHOLOGIC DIAGNOSIS**

1. Pathologic consequences of developmental, growth, and nutrition disorders.
2. Pathologic changes in inflammation, infection, and allergy.
3. Pathologic changes in atrophy, degeneration, and necrosis in circulatory disorders.
4. Pathology of benign and malignant neoplasms.

**SECTION 15**

No reading assignments in *Laboratory Tests and Diagnostic Procedures in Medicine*.



## **Intermediate Medical Transcription Practice Course Description**

**Course Description:** The transcription of physician-dictated surgery reports, organized by medical specialty. Emphasis on the development of accuracy, speed, and surgical knowledge for the transcription of operative reports, diagnostic studies, and procedure notes. Using reference materials and other resources efficiently. Editing and proofreading techniques. Written surgery exercises.

**Recommended Prerequisites:** Beginning Medical Transcription or previous experience as a medical transcriptionist. Completion of beginning courses in Anatomy and Physiology, Medical Terminology, Human Diseases *or* Disease Processes, Medical Science, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine. Minimum typing speed of 50 corrected words per minute. College-level proficiency in spelling, English grammar, and usage.

**Recommended Course Length:** 165 hours of transcription time (11 hours per section).

### **Course Objectives**

1. Select the correct format for a dictated surgical report.
2. Demonstrate the proper use of reference materials.
3. Transcribe operative reports, diagnostic studies, and surgical procedure notes.
4. Edit the transcript to correct obvious grammatical and punctuation errors.
5. Identify obvious medical inconsistencies.
6. Produce a final, neat, error-free transcript.
7. Increase transcription speed and productivity throughout the course.

### **SECTION 1: CARDIOVASCULAR/THORACIC SURGERY**

1. Introduction of course and overview of contents.
2. Report formats for operative reports, diagnostic studies, and procedure notes.
3. Review of cardiovascular surgery.
4. Review of thoracic surgery.
5. Transcription of physician-dictated cardiovascular and thoracic surgery reports.

### **SECTION 2: CARDIOVASCULAR/THORACIC SURGERY**

1. Review of cardiovascular surgery.
2. Review of thoracic surgery.
3. Transcription of physician-dictated cardiovascular and thoracic surgery reports.

### **SECTION 3: GASTROINTESTINAL SURGERY**

1. Review of gastrointestinal surgery.
2. Transcription of physician-dictated gastrointestinal surgery reports.

#### **SECTION 4: GASTROINTESTINAL SURGERY**

1. Review of gastrointestinal surgery.
2. Transcription of physician-dictated gastrointestinal surgery reports.

#### **SECTION 5: GENITOURINARY SURGERY**

1. Review of urological surgery.
2. Review of male reproductive system surgery.
3. Transcription of physician-dictated genitourinary surgery reports.

#### **SECTION 6: GENITOURINARY SURGERY**

1. Review of urological surgery.
2. Review of male reproductive system surgery.
3. Transcription of physician-dictated genitourinary surgery reports.

#### **SECTION 7: HEAD AND NECK SURGERY**

1. Review of neck surgery.
2. Review of ear, nose, and throat surgery.
3. Review of eye surgery.
4. Transcription of physician-dictated head and neck surgery reports.

#### **SECTION 8: HEAD AND NECK SURGERY**

1. Review of neck surgery.
2. Review of ear, nose, and throat surgery.
3. Review of eye surgery.
4. Transcription of physician-dictated head and neck surgery reports.

#### **SECTION 9: NEUROSURGERY**

1. Review of neurosurgery.
2. Transcription of physician-dictated neurosurgery reports.

#### **SECTION 10: OB/ SURGERY**

1. Review of gynecological surgery.
2. Review of obstetrical surgery.
3. Transcription of physician-dictated obstetrical reports.
4. Transcription of physician-dictated gynecological reports.

#### **SECTION 11: OB/GYN SURGERY**

1. Review of gynecological surgery.
2. Review of obstetrical surgery.
3. Transcription of physician-dictated obstetrical reports.
4. Transcription of physician-dictated gynecological reports.

**SECTION 12: ORTHOPEDIC SURGERY**

1. Review of orthopedic surgery.
2. Transcription of physician-dictated orthopedic surgery reports.

**SECTION 13: ORTHOPEDIC SURGERY**

1. Review of orthopedic surgery.
2. Transcription of physician-dictated orthopedic surgery reports.

**SECTION 14: PLASTIC SURGERY**

1. Review of plastic surgery.
2. Review of breast surgery.
3. Transcription of physician-dictated plastic surgery reports.

**SECTION 15: PLASTIC SURGERY**

1. Review of plastic surgery.
2. Review of breast surgery.
3. Transcription of physician-dictated plastic surgery reports.

# **Advanced Medical Transcription Practice Course Description**

**Course Description:** Transcription of more challenging authentic physician-dictated reports organized by medical specialty. Emphasis on development of accuracy, speed, and medical knowledge for transcription of history and physical examination reports, consultations, emergency room reports, discharge summaries, operative reports, laboratory reports, diagnostic studies, radiology and pathology reports. Using reference materials and other resources efficiently. Editing and proofreading techniques. Grammar and punctuation review.

**Recommended Prerequisites:** Beginning (Medical) Transcription, Intermediate (Surgery) Transcription, or previous experience as a medical transcriptionist. Completion of courses in Anatomy and Physiology, Medical Terminology, Human Diseases *or* Disease Processes, Surgical Procedures, Medical Science, Pharmacology, Laboratory Tests and Diagnostic Procedures in Medicine. Minimum typing speed of 50 corrected words per minute. College-level proficiency in spelling, English grammar, and usage.

**Recommended Course Length:** 375 hours of transcription practice (approximately 25 hours per section).

## **Course Objectives**

1. Select the correct format for a dictated medical report.
2. Demonstrate the proper use of reference materials.
3. Transcribe consultations, history and physical reports, discharge summaries, laboratory reports, operative reports, diagnostic procedures, radiology, and pathology reports.
4. Edit the transcript to correct obvious grammatical and punctuation errors.
5. Identify obvious medical inconsistencies.
6. Produce a final, neat, error-free transcript.
7. Increase transcription speed and productivity throughout the course.

## **SECTION 1**

1. Introduction of course and overview of contents.
2. Autopsy protocols and report format.
3. Transcription guidelines for pathology reports.
4. Pathology transcription practice.

**SECTION 2:** Pathology transcription practice.

**SECTION 3:** Pathology transcription practice.

## **SECTION 4**

1. Radiology dictation and report formats.
2. Transcription guidelines for radiology reports.
3. Radiology transcription practice.

**SECTION 5:** Radiology transcription practice.

**SECTION 6**

1. Report format review.
2. Medical and surgical transcription guidelines review.
3. Advanced gastrointestinal transcription practice.

**SECTION 7:** Advanced gastrointestinal transcription practice.

**SECTION 8:** Advanced gastrointestinal transcription practice.

**SECTION 9:** Advanced cardiology transcription practice.

**SECTION 10:** Advanced cardiology transcription practice.

**SECTION 11:** Advanced cardiology transcription practice.

**SECTION 12:** Advanced orthopedic transcription practice.

**SECTION 13:** Advanced orthopedic transcription practice.

**SECTION 14:** Advanced orthopedic transcription practice.

**SECTION 15:** Retranscribe the most troublesome advanced reports.

## Advanced Transcription Practice

### SECTION

Transcribe the following dictations.  
(No textbook readings)

<b>SECTION 1: PATHOLOGY</b>	Pathology Transcription Unit, first hour of dictation
<b>SECTION 2: PATHOLOGY</b>	Pathology Transcription Unit, next 1-1/2 hours
<b>SECTION 3: PATHOLOGY</b>	Pathology Transcription Unit, final 1-1/2 hours
<b>SECTION 4: RADIOLOGY</b>	Radiology Transcription Unit, first 1-1/2 hours
<b>SECTION 5: RADIOLOGY</b>	Radiology Transcription Unit, final 1-1/2 hours
<b>SECTION 6: GASTROINTESTINAL</b>	Gastrointestinal Transcription Unit, first hour
<b>SECTION 7: GASTROINTESTINAL</b>	Gastrointestinal Transcription Unit, next 1-1/2 hours
<b>SECTION 8: GASTROINTESTINAL</b>	Gastrointestinal Transcription Unit, final 1-1/2 hours
<b>SECTION 9: CARDIOLOGY</b>	Cardiology Transcription Unit, first hour
<b>SECTION 10: CARDIOLOGY</b>	Cardiology Transcription Unit, next 1-1/2 hours
<b>SECTION 11: CARDIOLOGY</b>	Cardiology Transcription Unit, final 1-1/2 hours
<b>SECTION 12: ORTHOPEDIC</b>	Orthopedic Transcription Unit, first hour
<b>SECTION 13: ORTHOPEDIC</b>	Orthopedic Transcription Unit, next 1-1/2 hours
<b>SECTION 14: ORTHOPEDIC</b>	Orthopedic Transcription Unit, final 1-1/2 hours
<b>SECTION 15: ORTHOPEDIC</b>	Retranscribe the most troublesome reports.