* Comprehensive training materials included for future reference.

**MT60 – Keynet Medical Secretary Advanced Diploma – approx 100-120 hours**

**This course provides in depth training if you wish to find employment as a medical secretary. Comprehensive training materials are provided for future reference. Medical secretaries provide clerical and administrative support to medical staff in hospitals, private practice and general practice. Requirements for these posts include a thorough knowledge of medical terminology, secretarial experience of medical correspondence and audio typing skills.**

**Course pre-requisites**

This course is ideally suitable for those who already have secretarial experience. Good word processing skills and typing skills of between 30 and 40 wpm are desirable. (For those without these pre-requisites please see course MT30 or enquire about KeyNet’s Foundation Skills courses).

**Course details**

**The course follows the syllabus for the former OCR Medical Word Processing Level 2 and OCR Medical Audio Transcription Level 2 qualifications.** (Examinations are no longer offered by OCR). **Comprehensive training is given in medical terminology, medical word processing and medical audio transcription of correspondence such as that used in hospitals and by GPs. A pocket medical dictionary and medical terminology book is also provided to aid your study.**

**Course completion**

**The course offers the opportunity to gain a thorough knowledge of medical terminology and to become experienced in the professional presentation of medical correspondence by means of word processing from typed and hand written scripts and audio files.**

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| --- | --- |
| * Keynet Medical Secretary Advanced Diploma
 | **Upon successful completion of the course KeyNet’s diploma is awarded. This fully details the modules undertaken and passed on the course.** |
|  |  |
| * CITY & GUILDS / AMSPAR Certificate in Medical Terminology
 | Students may also apply to sit the CITY & GUILDS / AMSPAR examination detailed. |

**MT60 Course Details**

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| --- |
| **(1) Medical Terminology**The origin and structure of medical termsTerminology of body structures, systems, diseases and conditionsSurgical and medical procedures Eponyms, acronyms and abbreviations in common useProfessional qualifications, professional bodies relevant to medicine and their abbreviationsTerminology instruction, exercises and assessment in the following:The digestive system, breathing system and cardiovascular systemThe blood, lymphatic system and immunologyThe urinary system and the nervous systemThe eye, ear and skin and the nose and mouthThe muscular system and the skeletal systemThe male and female reproductive systemsThe endocrine systemRadiology and nuclear medicineOncology (The study and treatment of malignant tumours)Anatomical positionPharmacology and microbiology |
|  |  |
| (2) Medical Word Processing (3) Medical Audio Transcription  Instruction, exercises and assessment in the following:Word Processing and Audio Typing of the following:Medical Correspondence including Letters, Memos and Reports using medical terminology throughout.For example:Referral letters from GPs to Consultants. Hospital lists of information. Multi-page reports on medical conditions. Tables of medical information.Information notices. |

# COSTS

# SPECIAL PRICES

A £50 deposit secures this special price.

If you book for distance learning within two weeks of today’s date the cost of this course will be reduced to the following:

 **MT60 – 100 to 120 hour course £693.00 £475.00**

 Plus £14.99 postage and packing

This includes all course material and training manuals for you to keep for future reference.

# DISTANCE LEARNING / HOME STUDY

Upon receipt of your course enrolment form and full payment\* we will send your first pack of study materials to you together with full instructions as to how to proceed. The course includes comprehensive training materials in the form of instruction manual(s), exercises, assessment papers, audio files and files for retrieval. When you return your work to us we mark it and return it to you with detailed feedback and your next batch of work with instructions. You then continue to submit your work in this way and telephone/email assistance is available if required. Course assessment papers will also be sent for you to complete and return for marking. Upon successful completion your Keynet diploma will be sent to you and there is no extra charge for this. The diploma fully details all of the elements covered and passed on the course through coursework.

\*Please make enquiries if you wish to pay by instalments.