

In as little as four months—or take longer if you wish—you can be ready to start making money as a Medical Transcriptionist. Your easy-to-understand lessons take you step by step from the basics of medical terminology through the advanced lessons in anatomy, diagnosis and treatment of disease. Here is a preview of what you will learn.

INSTRUCTION PACK I

Welcome to the Exciting World of Medical Transcription

Discover the important role that medical transcriptionists play in the healthcare industry.

Word Parts and Root Words

Begin to master medical terminology with a simple, word-building system that will teach you to pronounce and spell common medical root words.

Prefixes and Suffixes

Explore common prefixes and suffixes used with medical terms and how they can change the meaning of the medical term.

Divide Medical Terms

Discover simple ways to define medical terms by easily dividing them into word parts.

Combine Medical Terms

Discover the easy way of creating a medical term from smaller, everyday word parts.

Listening Skills

Spell what you hear to master words with silent letters and letters that sound alike in dictation.

Forming Plurals

Form plurals of English words and apply simple rules for forming plurals of medical terms.

Proper Names and Acronyms

Explore actual medical transcription to see how proper names and acronyms are written in the medical industry.

Abbreviations and Numbers

Practice writing common medical abbreviations and numbers that you'll use in your transcription work.

Medical Capitalization and Medical Punctuation

Explore when to capitalize words and become skilled at medical punctuation.

Grammar Basics

Review the basics of grammar and guidelines to ensure your transcription is grammatically correct.

Listening Skills: Opposites and Sound Alikes

Discover frequently used and misspelled antonyms and sound-alike words found in the medical field.

Also Included in Pack I

- Quick-Learn System: Audio File Access and Flashcards
- Student Handbook • School Catalog • You Can Do It! CD

INSTRUCTION PACK II

Overview of Human Biology

Review biology basics that will provide a solid foundation for understanding the terms used in medical records.

Anatomy: Locate Parts of the Body

Become skilled at the terms doctors use to describe the location of body parts.

Anatomy: Landmarks, Divisions and Body Cavities

Practice locating anatomical landmarks and use these terms to describe locations on the body surface.

Anatomy and Function of a Cell

Explore the fascinating parts of cells and the critical role each part plays.

Tissues and Organ Systems

Find out how cells form tissues, as well as the anatomy and functions of the various kinds of tissues.

Specialists

Advance your pronunciation skills and learn how to write medical specialist titles.

Disease Processes

Learn to pronounce and write pathological terms (terms about disease) and etiological terms (the causes of disease).



Total convenience! Your lessons, equipment...everything...is delivered right to your doorstep. What could be easier?

Medical Reports

Learn about the various types of medical reports you'll use as a transcriptionist.

Transcribing Skills

Practice deciphering dictation errors, correct transcription errors and explore artifacts and tricks for understanding unfamiliar accents.

The Medical Transcriptionist's Tool Box

Begin to equip your medical transcriptionist's tool box with research skills.

Also Included in Pack II

- Pack 2 Quick-Learn Flashcards • CD Organizer • Medical Terminology CDs • Professional Development Series: Part I
- Introduction to Microsoft® Word • Introduction to Express Scribe

INSTRUCTION PACK III

Integumentary System

Explore the integumentary (skin) system anatomy and physiological terms, as well as medications, tests and treatments for skin disorders. Transcribe reports.

Musculoskeletal System

Explore the musculoskeletal system anatomy and physiological terms, medications, tests and treatments for musculoskeletal problems. Transcribe reports.

Neurological System

Explore the neurological system anatomical and physiological terms, medications, tests and treatments for nervous system disorders. Transcribe reports.

Cardiovascular System

Discover the anatomical and physiological terms related to the cardiovascular system, as well as medications, tests and treatments for cardiovascular disorders. Transcribe reports.

Immune System and Respiratory System

Take a deep look into the immune and respiratory systems as you study the anatomical and physiological terms, medications, tests and treatments for disorders of these systems. Transcribe reports.

Gastrointestinal System

Explore the gastrointestinal system from anatomical and physiological terms to tests, medications and procedures used in diagnosing and treating digestive problems. Transcribe reports.

Genitourinary System

Study anatomical and physiological terms for the genitourinary system, tests, medications and procedures used in treating urinary diseases and male reproductive problems. Transcribe reports.

Transcription Technology

Examine the tried-and-true tricks of the transcription trade! Transcription technology strategies will make you a more effective and efficient transcriptionist.

Reproductive System

Explore the medical terms used for the female reproductive system from anatomy and physiology to tests, medications and procedures for treating female reproductive issues. Transcribe reports.

Endocrine System

Learn the anatomical and physiological terms, medications, tests and treatments for disorders of the endocrine system. Transcribe reports.

Also Included in Pack III

- Pack 3 Quick-Learn Flashcards • Daily Planner
- Quick-Learn Guide for Punctuation and Formatting
- Medical Transcription CDs • *Anatomy and Physiology Textbook* • *Professional Development Series: Part II*

INSTRUCTION PACK IV

Pediatrics

Dive into pediatric medical terminology, as well as medications, tests and procedures to treat childhood disorders and diseases. Transcribe reports.

Neuropsychiatry

Learn the terms used to discuss the world of psychiatry; study psychiatric medications and tests, as well. Practice transcribing medical dictation for neuropsychiatry.

Professional Medical Ethics and Procedures

Examine ethical behavior and work habits expected in the medical professions.

Healthcare Records

From paper records to electronic healthcare records, study regulations on how to store, amend, archive and destroy these records. Learn the security issues.

Also Included in Pack IV

- Pack 4 Quick-Learn Flashcards • Alphabetized Flashterm List
- Medical Transcription CDs • CD Organizer
- USCI Mouse Pad • *Computers—A Buyer's and User's Guide*
- *Ergonomics: Creating a Healthy Working Environment*
- *Professional Development Series: Part III*

INSTRUCTION PACK V

Electronic Health Records

Become familiar with electronic health records and how medical records are being transitioned to an all-electronic computer-based system.

E-mail and Security

Discover virtual correspondence strategies, as well as important e-mail etiquette rules. Reduce risk from computer viruses and other security breaches.

Medical Editing

Examine a hot, new trend in medical transcription—medical editing. Uncover how speech recognition technology has contributed to this aspect of medical transcription.

Putting It All Together

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

Also Included in Pack V

- Pack 5 Quick-Learn Flashcards • Medical Transcription CDs
- *Home Business Guide* • *Resources for Medical Transcriptionists*
- *Medical Transcription Career Starter Kit*
- *HIPAA Basics—Understanding the Federal Regulations*

Bonus! When you complete your course and your tuition has been paid in full, you'll receive the following graduation gift: *Stedman's Medical Dictionary*



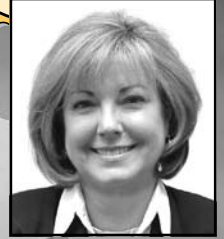
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2001 Lowe Street
Fort Collins, CO 80525

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Printed in USA 02017010L07E-10

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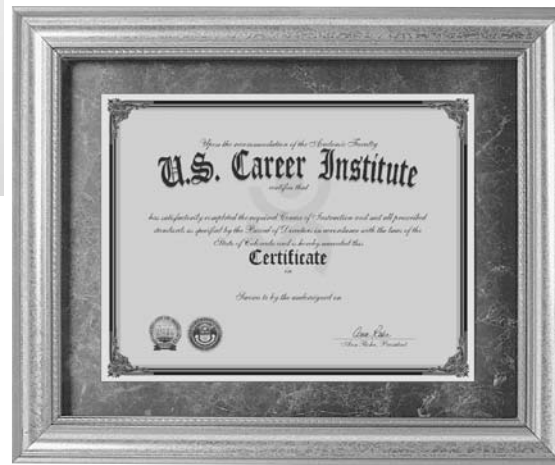


All this is yours to use and keep! Everything you need—books, lessons, learning aids, medical terminology CDs.

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We reserve the right to substitute items of equal or greater value when it becomes necessary.

- Quick Reference Flashcards—Make learning definitions and pronunciation easy!



You'll be specially trained to work at home as well as in hospitals, clinics, doctors' offices and other companies in private industry.

Your Certificate from U.S. Career Institute designates you as a trained Medical Transcriptionist. You will be proud to display it in your home or office as a symbol of your achievement!



Graduates of this U.S. Career Institute course are fully qualified to work in hospitals, clinics and doctors' offices, as well as for other companies in private industry. So whether you prefer to work at home or in an office, you can look forward to making up to \$40,000 a year or more as an experienced Medical Transcriptionist.

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When we began offering career training over 25 years ago, we wanted to place special emphasis on making it easy for people with families to work at home.

We've trained thousands of people to start making a good living working in a career they love. We know we can do the same for you—you have our word on that!

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