

Certificate Course in Medical Transcription

Offered by Centre for Innovative Skill-Based Courses (CISBC)
Open Learning Development Centre (OLDC), University of Delhi

Course Details

Duration: 6 Months

- 4 Months On-Campus Training
- 2 Months Mandatory OJT (On-the-Job Training)

Mode: Offline

Eligibility: 12th Pass (Recommended)

About the Course

This course is designed to provide comprehensive training in Medical Transcription, enabling learners to understand and accurately convert medical audio recordings into written reports. The programme focuses on medical terminology, various clinical specializations, and real-time transcription practices.

Through intensive practice and exposure to real hospital reports, students will develop the skills required to work in hospitals, diagnostic centres, and medical transcription companies.

Course Objectives

- To develop understanding of medical terminology and language
 - To train students in typing and transcription of medical reports
 - To build specialization in different medical domains
 - To enhance accuracy, listening, and documentation skills
 - To prepare students for real-time work in healthcare documentation
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Programme Structure

The course is divided into two major components:

1. On-Campus Training (4 Months)

- Theory sessions (Medical terminology & concepts)
- Practical typing and transcription training

- Exposure to real medical reports
 - Department-wise specialization training
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2. Mandatory OJT (2 Months)

All students must undergo **2 Months On-the-Job Training (OJT)** at:

- Hospitals
 - Diagnostic Centres
 - Medical Transcription Companies
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OJT Objectives

- To provide real-time industry exposure
 - To work on live medical transcription reports
 - To understand professional workflow and documentation
 - To improve speed and accuracy
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OJT Requirements

- Active participation in assigned work
 - Daily work record/log maintenance
 - Submission of OJT report
 - Performance evaluation by organization
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Course Content (Module-wise)

Module 1: Suffixes and Prefixes

Learning Objectives

- Understanding basic medical terminologies
- Developing comprehension of medical language
- Ability to understand medical reports

Practical

- Practice typing suffixes and prefixes in MS Word
 - Repeated exercises for familiarity
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Module 2: Gastroenterology

Learning Objectives

- Understanding terminology related to digestive system
- Knowledge of diseases, abbreviations, tests, and procedures

Practical

- Typing gastroenterology reports
 - Exposure to hospital and documented reports
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Module 3: Urology

Learning Objectives

- Understanding kidney, ureter, and urinary bladder systems
- Concept of urine filtration

Practical

- Typing urology-related reports
 - Exposure to real case reports
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Module 4: Cardiology

Learning Objectives

- Understanding heart functions and conduction system
- Knowledge of cardiac diseases and procedures

Practical

- Typing cardiology reports
 - Practice with hospital-based documentation
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Module 5: Pulmonology

Learning Objectives

- Understanding respiratory system
- Inhalation and exhalation processes

Practical

- Typing lung-related reports
 - Exposure to medical documentation
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Module 6: Musculoskeletal System

Learning Objectives

- Understanding bones, joints, and muscles
- Medical conditions related to skeletal system

Practical

- Typing musculoskeletal reports
 - Practice with hospital records
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Module 7: Neurology

Learning Objectives

- Understanding nervous system and brain functioning
- Basic neurological terminologies and abbreviations

Practical

- Typing neurology reports
 - Exposure to real reports
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Module 8: Gynecology

Learning Objectives

- Understanding female reproductive system
- Medical conditions and procedures

Practical

- Typing gynecology reports
 - Exposure to hospital documentation
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Module 9: Ophthalmology, Otology & Dermatology

Learning Objectives

- Basic terminologies related to eyes, ears, and skin

Practical

- Typing multiple general reports
 - Practice with various medical cases
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Module 10: Administration of Drugs

Learning Objectives

- Understanding drug administration methods
- Routes such as oral, injection, inhalation, topical

Practical

- Exposure to prescription and medication reports
 - Practice transcription of drug-related data
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Certification

Upon successful completion of the course (**including mandatory OJT**), students will receive a

Certificate in Medical Transcription from the
Centre for Innovative Skill-Based Courses, Open Learning Development Centre
School of Open Learning, University of Delhi.