

SYLLABUS
FOR THE TRADE OF
MEDICAL TRANSCRIPTION
UNDER
CRAFTSMEN TRAINING SCHEME (CTS)

YEAR – 2002

Designed By

Government of India
Ministry of Labour (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
EN-Block, Sector-V, Salt Lake
Kolkata – 700 091

List of members of the Trade Committee Meeting approved the syllabus for the trade of “Medical Transcription” under CTS held on 13.11.2002 at CSTARI

	<u>S/Sri</u>		
1.	H. Somasundaram, Director	C.S.T.A.R.I., Kolkata	Chairman
2.	Dr. B. K. Sengupta, Ex-Chief of Faculty	N.I.T.N., Kolkata	Member
3.	Dr. M. Dasgupta, Chief Co-ordinator	TRANSTEK, Kolkata	Member
4.	Dr. K. L. Mukherjee, Consultant Physician	R. K. Mission, Kolkata	Member
5.	Dr. (Mrs.) U. Ghosh, Principal	Jay Prakash Institute of Social Change	Member
6.	Dr. C. R. Ghosh	Jay Prakash Institute of Social Change	Member
7.	Anirban Chatterjee, C.E.O.	Rice Infotech, Kolkata	Member
8.	B. Gupta	Rice Infotech, Kolkata	Member
9.	B. Banerjee	Soft Step, Kolkata	Member
10.	Mrs. D. T. Uba	Soft Step, Kolkata	Member
11.	Dr. B. Dalal, Res. Officer	R.O.H.C. (E), ICMR, Min. of H & FW	Member
12.	Smt. Gayatri Basu, Sr. Faculty	Instt. of Panchayat & Rural Dev., Kalyani, W.B.	Member
13.	T. Mukhopadhyay, DDT	CSTARI, Kolkata	Member
14.	S. Kant, DDT	CSTARI, Kolkata	Member
15.	M. S. Ekambaram, ADT	CSTARI, Kolkata	Member
16.	A. K. Samaddar, JTA	CSTARI, Kolkata	Member

GENERAL INFORMARION

1. Name of the Trade : MEDICAL TRANSCRIPTION
2. N.C.O. Code No. :
3. Duration of Craftsmen Training : Six Months
4. Entry Qualification : Passed 12th Class Examination under (10+2) System of Education with Biology / Physiology as major subject.
Knowledge of English Language is essential.
5. Unit Size : 10
6. Space Requirement : 3.5 Sq. mtr. / Trainee

SYLLABUS FOR THE TRADE OF “MEDICAL TRANSCRIPTION”
UNDER C.T.S.

DURATION : SIX MONTHS

Week No.	Trade Practical	Trade Theory
1	<p><i>Introduction :</i></p> <p>Demonstration on Medical Transcription.</p>	<p><i>Introduction :</i></p> <p>Introduction to Medical Transcription. Medico Legal issues, Confidentiality and Ethics. Abbreviation used in Medicine. Prefixes, Suffixes, Surface Marking, Positional Orientation.</p>
2 – 10	<p><i>Physiology & Anatomy :</i></p> <p>Demonstration on various Models and Sketches, etc.</p> <p>Key Board Practice.</p>	<p><i>Physiology & Anatomy - Basic Ideas :</i></p> <ul style="list-style-type: none"> (a) Skin. (b) Respiratory System. (c) Digestive System. (d) Cardio Vascular System & Angiology. (e) Reproductive System & Sex related disorders. (f) Urinary System. (g) Nervous System. (h) Certain common Medical Disorders. (i) E.N.T. (j) Ophthalmology. (k) Dentistry. (l) Musculo-skeletal System, including Osteology, Mycology, Orthopaedics & Fractures. (m) Endocrinology. (n) Immunology & Genetics. (o) Oncology. (p) Psychiatry. (q) Blood & Blood forming organs. (r) Surgical procedures & operations, Instruments, Accessories, Splints, Prosthetics. (s) Cosmetology. (t) Tropical diseases outline.

	<p><i>Pharmacology and Laboratory Medicine :</i></p> <p>Identification of Main Medicines and Drugs.</p> <p>Key Board Practice.</p>	<p><i>Pharmacology and Laboratory Medicine :</i></p> <p>Generic Names & Pharmacological classifications. Common Medicines & Drugs (Including American).</p>
	<p><i>Pathology, Radiology, Cardiology :</i></p> <p>Study , Interpretation & preparing report of various Pathological, radiological findings.</p> <p>Key Board Practice.</p>	<p><i>Pathology, Radiology, Cardiology - Basic Ideas :</i></p> <p>Investigations & nomenclatures, few relevant parameters used in Electro-cardiology, Echo-cardiology, Pulmonology & Radiology.</p>
11	<p><i>Computer :</i></p> <p>Practice on data entry & data processing and Text editing. Logging, Internet Browsing. Down loading – Text.</p> <p>Key Board Practice.</p>	<p><i>Computer Basics :</i></p> <p>Computer Software., Input / Out put Devices. MS Office - MS Word.</p> <p>Browsing, Surfing., E –mail.</p>
12 – 16	<p><i>Know ledge of English :</i></p> <p>Language Practice using Audio Files & Head Phone and simultaneous transcribing.</p> <p>Proof Reading.</p> <p>Key Board Practice.</p>	<p><i>Know ledge of English Languages :</i></p> <ol style="list-style-type: none"> 1. English Grammar & Punctuation, Stock of words. 2. English specially with American accent. 3. Medical Languages. 4. Preparation of Medical Care Records, Documents for insurance Claims etc. 5. The AAMT Book of Style for Medical Transcription. 6. Turn Around Time (TAT).
17 – 25	<p><i>Medical Transcription :</i></p> <p>Practice on Transcribing of authentic physician’s dictation, including office chart notes in various formats, letters, initial office evaluations, history & physicals, consultations, operative reports and discharge summaries.</p>	<p><i>Medical Transcription :</i></p> <p>Use, importance & application of Medical Transcription.</p> <p>New paradigm of Medical treatment using Computer, Internet, Website etc.</p> <p>Familiarisation with AAMT Book of Style Guidelines.</p>
26	<p>Revision & Test</p>	

LIST OF TOOLS & EQUIPMENT FOR “MEDICAL TRANSCRIPTION”

(Unit Size – 10)

<u>Sl. No.</u>	<u>Description of Item</u>	<u>Quantity</u>
<u>Hardware</u>		
1.	Pentium-III Processor with MMX, 1.13 GHz, 256 MB SDRAM, 40 GB HDD, 52 X CD Drive, 15" SVGA Colour Monitor with 32 MB Graphic Adopter, 3 button Mouse, 105 Keys board & Head Phone (Sound Proof).	10 Nos.
2.	Inkjet Printer	1 No.
3.	CD Writer	1 No.
4.	16 Port Hub	1 No.
5.	Telephone Line for Internet	1 No.
6.	Modem	1 No.
7.	UPS – 0.5 KVA (On Line)	10 Nos.
8.	Cassette Tape Recorder	1 No.
9.	Various Directories regarding Hospitals & Doctors in different countries.	2 Nos. each
10.	The Reference Books – AAMT, Medical Dictionary, Stedman, Marium Webster.	2 Nos. each
<u>Software</u>		
1.	Windows 98 – 10 Users	1 No.
2.	MS Office	1 No.
3.	Anti Virus	1 No.
4.	Stedman	1 No.
5.	QLDB (Quick Look Drug Book) / PDR	1 No.
6.	Marium Webster	1 No.
7.	Typing Tutor	1 No.

NOTE : Latest Hardware & Software should be procured as & when required and relevant with the trade.