

Benefits to the Organisation

- * Organisation growth
- * Efficient human recourse management
- * Work efficiently and effectively
- * Improved quality of service provider

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ONLINE DIPLOMA PROGRAM IN MEDICAL TRANSCRIPTION

About AIIS

Astron Institute of International Studies (AIIS), an academic vertical of Astron Group, Gurgaon, is focused on the international growing and continually developing fields of public and community health with emphasis on the underserved section of society at large. It envisions promoting excellence in Healthcare, Research, Education, Training, Skill Enhancement and Consultancy Services. According to National Health Policy 2015 there is a need for planned expansion of allied technical skills including medical and paramedical workforce. AIIS with its Vision and Mission to contribute to the fulfilment of that goal, works towards development of healthcare workforce with specialised skills and knowledge.

Program Overview

Diploma programme in medical transcription has been conceptualized to teach the candidate the basic role of medical transcriptionist within health care setting. This programme has been designed to prepare candidates to learn documentation styles conform to industry standards. Candidates learn to transcribe documents related to all medical specialities.

Medical transcription, also known as MT, is an allied health profession dealing with the process of transcribing voice-recorded medical reports that are dictated by physicians, nurses and other healthcare practitioners. Medical reports can be voice files, notes taken during a lecture, or other spoken material. These are dictated over the phone or uploaded digitally via the Internet or through smart phone apps.

Who is a Medical Transcriptionist

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Objectives

1. Organized individual with problem-solving and technical skills, looking to secure a position as a Medical transcriptionist specialist.
2. Seeking employment as a Medical transcriptionist Specialist to display exceptional communication, organizational and technical skills.
3. Looking for a Medical transcriptionist Specialist position for an individual with two years of experience and excellent problem-solving and communication skills.

Eligibility Criteria

*Minimum eligibility is 10 + 2 from Central or State board

Program Duration

Duration	Certification
One Year (9 Months Theory Classes and 3 Months Hospital Training)	Astron Institute of International Studies

Contents

- Anatomy And Physiology
- Introduction To Medical Transcription
- Basic of medical transcription
- Transcription tools and equipments
- Medical terminology
- Medical transcription proofreading
- Grammar and punctuation
- Transcription reference guide
- Basic computer
- Infection control

Course Highlights

- Program pedagogy which includes Webinar, Student Faculty Chat by Subject Experts and Project Work.
- Reference subject through E-library.
- Program materials developed by Experts.
- Each block culminating into a qualifying Assignment.
- Credit based teaching outcomes for global application

Career



- STEP 1 Medical transcriber
- STEP 2 Auditor
- STEP 3 Project manager
- STEP 4 Top management

Benefits to the Individual

- Medical transcriptionist and billing is one of the fastest growing health-care professions in the country and is an excellent opportunity for anyone who wants a stable, well-paying career.
- Position yourself to move into a respected, potentially lucrative medical coder role
- Enhanced capacity to lead and supervise teams.

Evaluation and Grading

Evaluations will collate candidate performance based on Self Assessment, Term End Assessment, completion of Project Work, participation in Webinar, participation in student-faculty chat. Grading will be done based on alphabetical grade point percentage.