



DIPLOMA IN MEDICAL TRANSCRIPTION



DURATION: ONE YEAR PART TIME (2 SEMESTERS)

ELIGIBILITY: Graduate in any faculty

ADMISSION PROCEDURE: Admission on the basis of written test (Basic English Grammar) followed by an interview.

OBJECTIVE: To equip students with proper knowledge and techniques of transcription processes and make them ready with necessary skills for transcription

JOB OPPORTUNITIES:

This course trains students to work in Medical Transcription industry as transcriptionist, editor, proofer, quality analysts, etc. The students with more experience can rise to levels of supervisors, account heads, QA managers, production managers, etc. Students can also opt to join various hospitals, pathologies and laboratories, healthcare publications as a medical transcriptionist. Medical transcription opens a wide arena for students to work as a transcriptionist in various other transcription industries, i.e., Legal Transcription, Business Transcription, General Transcription, etc., at different levels of hierarchy.



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COURSE CONTENTS:

SEMESTER 1

- MT System 1 English
- Americanism
- MT Guidelines
- Language of Medicine 1
- Language of Medicine 2
- Practical

SEMESTER 2

- Internships (6 months on job training)