

**BHARATHIAR UNIVERSITY : COIMBATORE 641 046**  
**DIPLOMA IN MEDICAL TRANSCRIPTION**  
**(CANDIDATES ADMITTED FROM 2011-12 IN SCHOOL OF DISTANCE**  
**EDUCATION)**

Subject and Paper	University Examinations	
	Duration Hours	Maximum Marks
American English and Grammar	3	100
Introduction to Anatomy and Physiology	3	100
Basics of Medical Transcription	3	100
Practical	3	100

**QUESTION PAPER PATTERN**

20x1=20  
(4 questions from each unit)

5x6=30  
1 question from each unit  
Answer in 100 words

5x10=50  
1 question from each unit  
Answer in 200 words

**PAPER – I DIPLOMA IN MEDICAL TRANSCRIPTION  
AMERICAN ENGLISH AND GRAMMAR**

**UNIT I – Parts of Speech, Direct and Indirect**

**UNIT II – Punctuations, Active and Passive Voices**

**UNIT III – Simple, Compound and Complex Sentences, Articles and Question tags**

**UNIT IV – American Pronunciation**

1. Stressed syllables in words
2. Stress in sentences
3. Phrase groups

**UNIT V – American Pronunciation**

1. Using Stress and Intonation to show a contrast
2. Tag questions with falling intonation

**Paper II  
Introduction to Anatomy and Physiology**

**Unit 1**

Basic Word Structure – Word Roots, Combining Forms, Suffixes, and Prefixes  
Terms pertaining to the Body as a whole

**Worksheets**

**Unit 2**

Suffixes: Surgical, Diagnostic, Symptomatic and Related  
Prefixes: Of Number Measurement, Time Relationship, Position, Negation, and Direction

**Unit 3**

Ophthalmology - Structure and Function, Physical Assessment, Disease and conditions.  
Otorhinolaryngology - Structure and Function, Physical Assessment, Disease and conditions.

**Unit 4**

Pulmonology - Structure and Function, Physical Assessment, Disease and conditions.  
Cardiology - Structure and Function, Physical Assessment, Disease and conditions.

**Unit 5**

Gastroenterology- Structure and Function, Physical Assessment, Disease and conditions, Common tests and procedures  
Obstetrics and Gynecology - Structure and Function, Physical Assessment, Disease and conditions, Common tests and procedures

## Paper III

### Basics of Medical Transcription

#### **Unit 1**

American Healthcare System, Medical law, ethics and Bioethics, Medicolegal Issues. General Rules of writing.

#### **Unit 2**

Introduction to proofreading. Introduction to Types of Reports. General Rules - Acronymns, Ages, Drug Terminology, Dates, Names - Patient/Doctors', Credentials

#### **Unit 3**

Format of Reports - Office/Clinic/SOAP note, Emergency Room report, History and Physical, Radiology Reports,

#### **Unit 4**

Format of Reports - Discharge Summary, Operative reports, Consultation reports, Pathology report, Autopsy report

#### **Unit 5**

General Rules – Cardiology and Pulmonology terminology - murmurs, leads, tracing terms

## Paper IV

### Transcription Practicals

#### **Unit 1**

SUM Tapes – English Files  
SUM Tapes – Dermatology, Ophthalmology, and Otorhinolaryngology

#### **Unit 2**

SUM Tapes – Pulmonology and Cardiology.  
SUM Tapes – Gastroenterology and Obstetrics & Gynecology

#### **Unit 3**

SUM Tapes – Operative reports and Radiology Reports

#### **Unit 4**

SUM Tapes - Urology & Nephrology  
SUM Tapes – Orthopedics and Neurology

#### **Unit 5**

SUM Tapes - Hematology-Oncology and Immunology.  
SUM Tapes - Psychiatry and Endocrinology.

**Reference Books**

1. Merriam Webster's Collegiate Dictionary
2. Stedman's Medical Dictionary
3. The AAMT Book of Style for Medical Transcription
4. American Drug Index
5. A manual of Laboratory & Diagnostics Tests – Frances Fischbach
6. The Davis book of Medical Abbreviations – Sarah Lu Mitchell-Hatton
7. H&P – A Nonphysician's Guide to the Medical History and Physical Examination – John H Dircks, M.D.
8. Quick Look Drug Book
9. Stedman's GI & GU Words
10. Stedman's Radiology and Oncology Words
11. Stedman's Psychiatry/Neurology/Neurosurgery Words
12. Stedman's Orthopedics and Rehab Words
13. Stedman's Ob-Gyn Words
14. Stedman's Dermatology and Immunology Words
15. Stedman's Plastic Surgery/ENT/Dentistry Words
16. Stedman's Pulmonology and Cardiology Words
17. Stedman's Surgery Words
18. Stedman's Medical and Surgical Words
19. Stedman's Pathology Word
20. The Surgical Word Book – Claudia Tessier