

BHARATHIAR UNIVERSITY : COIMBATORE 641 046
PG 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
Anatomy and Physiology	3	100
Introduction Physical Terminology and Pharmacology	3	100
Lab and Diagnostic Procedures, Clinical and Surgical Procedures	3	100
Basics of Medical Transcription	3	100
Transcription Methodology	3	100
Practical	3	100

QUESTION PAPER PATTERN

15x1=15

(3 Questions from each unit)

5x5=25

(Answer in 150 words)

5x12=60

(Answer in 300 words)

**PAPER – I PG 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

Text Book

Medical Office Transcription by Karonne Becklin and Edith Sunnarborg (Tata Mcgraw-Hill publication)

Reference Book

Language of Medicine by Schabner

Stedman's Medical Dictionary

The Davis book of Medical Abbreviations – Sarah Lu Mitchell-Hatton

Medical Transcription by Ettinger & Ettinger and Medical Terminology Simplified by Barbara A Glys and Regina M Masters

Paper III
Anatomy and Physiology

Unit 1

Introduction to Radiology and Radiation Therapy.

Dermatology – Structure and Function, Physical Assessment, Disease and conditions.

Unit 2

Urology & Nephrology and Male Reproductive System - Structure and Function, Physical Assessment, Disease and conditions, Common drugs

Unit 3

Orthopedics- Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Neurology- Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Unit 4

Hematology-Oncology- Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Immunology - Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Unit 5

Psychiatry - Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Endocrinology - Structure and Function, Physical Assessment, Disease and conditions, Common Drugs

Text Book

Medical Office Transcription by Karonne Becklin and Edith Sunnarborg (Tata Mcgraw-Hill publication)

Reference Book

Language of Medicine by Schabner

Stedman's Medical Dictionary

The Davis book of Medical Abbreviations – Sarah Lu Mitchell-Hatton

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Paper IV
Introduction to Physical terminology and Pharmacology

Unit 1

Introduction to History and Physical terms – General Principles of Physical Diagnosis. General Terms
Introduction to Pharmacology – Generic, Brand, Classification, Dosage, and Indications

Unit 2

Introduction to Common Clinical Tests – Blood Studies, Urine Studies, Stool Studies, CSF Studies.

Unit 3

H&P terms and Common Tests – Dermatology, Ophthalmology, and Otorhinolaryngology.
Pharmacology - Dermatology, Ophthalmology, and Otorhinolaryngology

Unit 4

H&P terms and Common Tests - Pulmonology and Cardiology.
Pharmacology - Pulmonology and Cardiology.

Unit 5

H&P terms and Common Tests – Gastroenterology and Obstetrics & Gynecology.
Pharmacology – Gastroenterology and Obstetrics & Gynecology.

Reference Books

H&P – A Nonphysician’s Guide to the Medical History and Physical Examination – John H Dircks, M.D.
Quick Look Drug Book

Paper V
Lab & Diagnostic procedures, Clinical and Surgical Procedures

Unit 1

Introduction to Clinical Procedures – Chemistry Studies, Microbiological Studies, Immunodiagnostic studies, Ultrasound studies

Introduction to Surgical Procedures – Operations performed, Procedures involved, Types of Anesthesia and Anesthetics, Surgical Instruments.

Unit 2

Common terms and Common Drugs – Urology & Nephrology, Male Reproductive System.
Lab and Diagnostics procedures, Clinical and Surgical procedures – Urology & Nephrology, Male Reproductive System.

Unit 3

Common terms and Common Drugs - Orthopedics and Neurology.
Lab and Diagnostics procedures, Clinical and Surgical procedures - Orthopedics and Neurology.

Unit 4

Common terms and Common Drugs - Hematology-Oncology and Immunology,
Lab and Diagnostics procedures, Clinical and Surgical procedures - Hematology-Oncology and
Immunology,

Unit 5

Common terms and Common Drugs - Psychiatry and Endocrinology.
Common test - Psychiatry
Lab and Diagnostics procedures, Clinical and Surgical procedures - Endocrinology.

Reference Books

H&P – A Nonphysician’s Guide to the Medical History and Physical Examination – John H Dircks, M.D.
A manual of Laboratory & Diagnostics Tests – Frances Fischbach

Paper VI **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

Reference Books

The AAMT Book of Style for Medical Transcription

Paper VII Transcription Methodology

Unit 1

Importance of Proofreading in Transcription.
Importance of Listening Comprehension.
General Rules - Allergies, Area codes, Blood groups, Plurals.

Unit 2

General Rules – Numbers, Ratio, Race, Greek letters, Clotting factor terms, Cranial Nerves. Cancer Classifications.

Unit 3

General Rules - Plus signs, Genus and Species names, Hepatitis nomenclature, GPA terminology, TPAL nomenclature.

Unit 4

General Rules - Measurement units, Decimals, Fractions, hyphens, Latin Abbreviations – Common Latin Abbreviation. Abbreviation for Mister,

Unit 5

General Rules - State, country, city, and town names, Street names and numbers, vertebra, virgule, List of American city and states.

Reference Books

The AAMT Book of Style for Medical Transcription

Paper VIII 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