



# Medical Transcriptionist Career Diploma

## PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

This program will help you prepare for the **Registered Healthcare Documentation Specialist (RHDS) exam** offered by the Association for Healthcare Documentation Integrity (AHDI).

### Introduction to Allied Health

- Lesson 1 Starting Your Program
- Lesson 2 Introduction to Allied Health

### Medical Billing and Health Insurance

- Lesson 6 Reimbursement Methodologies
- Lesson 7 Comprehensive Health Insurance

### Law, Ethics, and Confidentiality in Allied Health

- Lesson 3 Law in Allied Health
- Lesson 4 Ethics in Allied Health
- Lesson 5 Confidentiality in Allied Health

### Medical Office Procedures

- Lesson 8 Basic Math for Allied Health
- Lesson 9 Basic Grammar for Allied Health
- Lesson 10 Professional Communications
- Lesson 11 Basic Word and Excel

### The Penn Foster College Career Diploma Grading System

LESSON GRADE	LETTER	RATING
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Diploma.

### Body Systems and Medical Terminology 1

- Lesson 12 Introduction to Medical Terminology
- Lesson 13 Cardiovascular and Hematologic Systems
- Lesson 14 Respiratory and Endocrine Systems
- Lesson 15 Gastrointestinal, Urinary, and Reproductive Systems

### Body Systems and Medical Terminology 2

- Lesson 16 Integumentary and Musculoskeletal Systems
- Lesson 17 Sensory Organs and Nervous Systems
- Lesson 18 Immune System, HIV, and Cancer

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.

MTROUT01-1907

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**Call 800.737.8593**



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HEALTHCARE  
ACADEMY

## Electronic Medical Records

- Lesson 19 Electronic Health Records and Security
  - Lesson 20 Administrative and Clinical Use of the EHR
  - Lesson 21 Reimbursement and Personal Health Records
  - Lesson 22 HIT130 Final Exam
  - Lesson 23 HIT130 Graded Project
  - Textbook *The Electronic Health Record for the Physician's Office*
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## Pathology and Pharmacology

- Lesson 24 Introduction to Pharmacology
  - Lesson 25 Pharmacology
  - Lesson 26 Introduction to Pathology
  - Lesson 27 Pathology
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## Medical Transcription 1

- Lesson 28 Career Role and Responsibilities and Tools of Transcription
  - Lesson 29 Transcription Guidelines
  - Lesson 30 Medical Transcription 1 Graded Project
  - Textbook *Medical Transcription: Techniques and Procedures*
  - Textbook *The Bantam Medical Dictionary*
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## Medical Transcription 2

- Lesson 31 Medical Records and Reports
  - Lesson 32 Correspondence and Business Documents
  - Lesson 33 Medical Transcription 2 Graded Project
  - Lesson 34 Final Medical Transcription Graded Project
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