

MEDICAL TERMINOLOGY

For non-clinical staff

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Overview:

Many non-clinical staff responsible for coding clinical patient data have never received any medical terminology training, they just 'pick it up' as they go along. Is this appropriate when we are talking about patient medical history & on-going care of patients?

This interactive seminar will enable beginners to feel confident in understanding how clinical terms are put together to make words. This greater understanding will result in a higher quality of data being recorded & far fewer mistakes being made, mistakes which could have a serious impact on patient care.

Note: This seminar can be linked with Read Code training to provide delegates with a much more holistic knowledge when coding patient clinical data. Often we find delegates are struggling to find/code a description so understanding the structure/hierarchy of read codes as well as understanding how to break down a medical description helps them to understand the term & ensure they are coding it correctly.

Who should attend?

This seminar is ideal for beginners/new starters to general practice as well as any non-clinical staff who are coding clinical data with no previous medical terminology training.

How will this course benefit you?

This session will enable your staff to feel more confident when coding clinical data, it will help them find the right code first time, improving the quality of patient data recording.

Course Programme/Agenda:

- Structure of clinical terms
 - Stems, Suffixes & Prefixes
- Combining & understanding word parts
- Body systems:
 - Respiratory system, cardiovascular system, endocrine system, skin, central nervous system & digestive system

Note: This is an interactive seminar with workbooks/exercises associated with each section to reinforce learning. Additional hand-outs include: Medical abbreviations, consultant specialities & disease responsibilities and suffixes & prefixes

Course Duration:

Half-day seminar (medical terminology)
Full-day seminar (medical terminology & read codes & summarising)

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Agenda's mainly apply to off-the-shelf seminar sessions - for on-site training all topics are tailored entirely to meet the needs of your practice.

For information on dates & costs, or for any further information please contact us.