

Syllabus For the trade  
of  
**MEDICAL TRANSCRIPTION**  
(SEMESTER PATTERN)

UNDER  
*CRAFTSMEN TRAINING SCHEME (CTS)*

*Designed in : 2013*

By  
Government of India  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
Directorate General of Employment & Training  
Ministry of Labour & Employment  
EN - 81, SECTOR – V, SALT LAKE CITY  
Kolkata – 700 091

**List of trade committee members approved the syllabus of semester system for the trade of Medical Transcription held on 12<sup>th</sup> December'2011 at Central Staff Training & Research Institute (CSTARI), Kolkata.**

Sl. No.	Name & Designation Shri/Smt.	Representing Organisation	Remarks
1.	S.J.Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	Rabin Debnath, Asstt. Director of Industrial Trg.	DTE. Of Indl. Trg., TE&T Dept., Govt. of West Bengal.	Member
3.	Sougata Saha, Director	Comtel Electronics (P) Ltd. Salt Lake, Kolkata.	Member
4.	Pijush Chatterjee, Manager	Hotel Kamala Residency, New Digha. Paschim Midnapore	Member
5.	M.C.Sharma, JDT.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
6.	Dibyendu Paul, MD & CEO	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
7.	Dr. Ayan Dasgupta, Medical Practitioner	Dunlop, Kolkata-108.	Member
8.	Nisith Ranjan Seal, Director	Soft Tek, AB-19, Deshbandhu Nagar, Kolkata-59.	Member
9.	Dr. Amarendu Mondal, Director	PTIMA, BE-54, Salt Lake City, Sector-I, Kolkata-700 064	Member
10.	Swami Nath Prasad, Director	Dream Merchant Privet Limited, Kolkata.	Member
11.	Kshetra Mohan Ghosh, Instructor	ITI, Howrah Homes, West Bengal.	Member
12.	Muktanand, Trg. Officer	RDAT (ER), Kolkata-64.	Member
13.	Gautam Sardar, Director	National Institute of Hotel Management, Kolkata.	Member
14.	Mrs. Mousami Panigrahi, Manager	SAPTAK Tour & Travels, Kolkata.	Member
15.	Ganesh Sen, Manager	Sunita Tourist & Travels, Andaman & Nicobar Island, Kolkata.	Member
16.	Pranabesh Maity, Officer	Life Insurance corporation of India, Kolkata.	Member
17.	Soma Das (Talukdar)	RVTI (W), Kolkata	member
18.	A.K.Mandal, ADT	ATI, Kolkata	Member
19.	L.K.Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
20.	S.B.Sardar, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
21.	Nirmalya Nath, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
22.	Sipra Das, ADT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
23.	R.N.Manna, T.O.	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
24.	Hemant Kujur, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
25.	Pradip Biswas, D/Man	CSTARI, EN-81, Salt Lake, Kolkata-91	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Organisation</b>	<b>Remarks</b>
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpala Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMARION

1. Name of the Trade : MEDICAL TRANSCRIPTION
2. N.C.O. Code No. :
3. Duration : Six Months (1 Semester)
4. Power Norms : 4 KW
5. Space Norms : 35 Sq. mtr
7. Entry Qualification : Passed 10th Class examination
8. Unit Size(No of student) : 10 Trainees
9. Instructor's/Trainer's Qualification : A minimum of two years of clinical experience in the field of Medical Transcription is required with Minimum of two years teaching . Excellent written communication skills and basic computer literacy required.
10. Desirable qualification : Preference to be given CIC (Craft instructor Certificate) holders.

At least one Instructor must have Degree / Diploma in relevant field

**SYLLABUS FOR THE TRADE OF “ MEDICAL TRANSCRIPTION ”UNDER C.T.S.**  
**DURATION : SIX MONTHS**

First Semester

Semester Code: MET: SEM I

Week No.	Trade Practical	Trade Theory
1	<i>Introduction :</i> Demonstration on Medical Transcription.	<i>Introduction :</i> Introduction to Medical Transcription. Medico Legal issues, Confidentiality and Ethics. Abbreviation used in Medicine. Prefixes, Suffixes, Surface Marking, Positional Orientation.
2 - 10	<i>Physiology &amp; Anatomy :</i> Demonstration on various Models and Sketches, etc. Key Board Practice.	<i>Physiology &amp; Anatomy - Basic Ideas :</i> (a) Skin. (b) Respiratory System. (c) Digestive System. (d) Cardio Vascular System & Angiology. (e) Reproductive System & Sex related disorders. (f) Urinary System. (g) Nervous System. (h) Certain common Medical Disorders. (i) E.N.T. (j) Ophthalmology. (k) Dentistry. (l) Musculo-skeleted System, including Ostiology, Mycology, Orthopaedics & Fractures. (m) Endocrinology. (n) Immunology & Genetics. (o) Oncology. (p) Psychiatry. (q) Blood & Blood forming organs. (r) Surgical procedures & operations, Instruments, Accessories, Splints, Prosthetics. (s) Cosmetology. (t) Tropical diseases outline.
	<i>Pharmacology and Laboratory Medicine :</i> Identification of Main Medicines and Drugs. Key Board Practice	<i>Pharmacology and Laboratory Medicine :</i> Generic Names & Pharmacological classifications. Common Medicines & Drugs (Including American).

	<i>Pathology, Radiology, Cardiology : Study , Interpretation &amp; preparing report of various Pathological, radiological findings. Key Board Practice.</i>	<i>Pathology, Radiology, Cardiology - Basic Ideas : Investigations &amp; nomenclatures, few relevant parameters used in Electro-cardiology, Echocardiology, Pulmonology &amp; Radiology.</i>
--	---	--

11	<b>Computer :</b> Practice on data entry & data processing and Text editing. Logging, Internet Browsing. Down loading – Text. Key Board Practice.	<b>Computer Basics :</b> Computer Software., Input / Out put Devices. MS Office - MS Word. Browsing, Surfing., E –mail.
12 - 16	<b>Know ledge of English :</b> Language Practice using Audio Files & Head Phone and simultaneous transcribing. Proof Reading. Key Board Practice.	<b>Know ledge of English Languages :</b> 1. English Grammar & Punctuation, Stock of words. 2. English specially with American accent. 3. Medical Languages. 4. Preparation of Medical Care Records, Documents for insurance Claims etc. 5. The AAMT Book of Style for Medical Transcription. 6. Turn Around Time ( TAT ).
17 - 24	<b>Medical Transcription :</b> Practice on Transcribing of authentic physician’s dictation, including office chart notes in various formats, letters, initial office evaluations, history & physicals, consultations, operative reports and discharge summaries.	<b>Medical Transcription :</b> Use, importance & application of Medical Transcription. New paradigm of Medical treatment using Computer, Internet, Website etc. Familiarisation with AAMT Book of Style Guidelines.
25	Revision	
26	Examination	

## TRADE: MEDICAL TRANSCRIPTION

### LIST OF TOOLS & EQUIPMENT

SL. No.	Name of the items	Quantity
1	WORKSTATION/NODES : 2 <sup>nd</sup> Generation Core i3 Processor or Equivalent and above with major minimum features as below :  i) 32/64 Bit Processor (3.06 GHz or Higher,4 MB 4-Core) or Higher. ii) Network Card : Integrated Gigabit Ethernet(10/100/1000). iii) RAM : 2 GB/ 4 GB DDR3 or Higher. iv) 320 GB / 500 GB HDD or Higher. v) 19" TFT Monitor / Higher vi) DVD Writer vii) PS2 / USB KeyBoard , USB/Optical Mouse with latest Paper Licensed Operating System / OEM Pack(Preloaded) Professional/Ultimate Edition with Internet Facility.	10 Nos.
2	Laserjet Printer	1 No.
3	16 Port Hub	1 No.
4	Telephone Line for Internet	1 No.
5	Modem	1 No.
6	UPS – 0.5 KVA (On Line)	10 Nos.
7	Various Directories regarding Hospitals & Doctors in different countries.	2 Nos. each
8	The Reference Books – AAMT, Medical Dictionary, Stedman, Marium Webster.	2 Nos. each
<b>Software</b>		
1	Windows Professional	1 No.
2	MS Office	1 No.
3	Anti Virus	1 No.
4	Stedman	1 No.
5	QLDB (Quick Look Drug Book) / PDR	1 No.
6	Marium Webster	1 No.

**NOTE :** Latest Hardware & Software should be procured as & when required and relevant with the trade.