

CIRCULAR

UNIVERSITY OF MUMBAI

No.UG/ 301 of 2005

MUMBAI-400 032

30th July, 2005

The Director,
Garware Institute of Career Education and Development
University of Mumbai,
Vidyanagari,
Santacruz(East),
MUMBAI-400 098.

Sir,

I am to invite your attention to the proposal for introduction of Six months Part-Time Certificate Course in Medical Transcription at the Garware Institute of Career Education and Development has been accepted by the Academic Council at its meeting held on 14th June, 2005 vide item No.7.3 and subsequently approved by the Management Council at its meeting held on 18th June, 2005 vide item No.4 and that in accordance therewith, six months Part-time Certificate Course in Medical Transcription has been introduced by the University at the Garware Institute of Career Education and Development from the academic year 2005-2006.

Further that in exercise of powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act, 1994, it has made the Ordinances 5532 and 5533 and Regulations 5180, 5181, 5182 and 5183 including the scheme of syllabus and standard of passing relating to the part-time Certificate course in Medical Transcription is passed as per Appendix and that the same will be brought into force with effect from the academic year 2005-2006.

MUMBAI-400 032

AC/7.3/14.06.05

MC/04/18.06.05

for REGISTRAR

No.UG/ 301 -A of 2005, MUMBAI-400 032

30th July, 2005

Copy forwarded with compliments for information to:-

1) The Dean, Faculty of Medicine

for REGISTRAR



**UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT
CERTIFICATE COURSE IN MEDICAL TRANSCRIPTION**

PREAMBLE :

In the last one year, there has been a healthy growth in the Medical Transcription industry in India. There is an urgent need to introduce standards for training and quality certification amongst medical transcription units. There is a huge shortfall of qualified medical transcriptionists. It is estimated that this industry has potential to earn annual revenues of Rs. 4,000 crore by 2000 and employ over 50,000 people. Therefore GICED has decided to address the gap in the industry by training select candidates in the field of Medical Transcription.

OBJECTIVES OF THE PROGRAMME :

To train students to work in Medical Transcription industry as transcriptionist, editor, proofer, super-proofer etc. The students with more experience can rise to levels of super proofer/QA2, supervisors, Account heads, QA Managers, Production Managers etc.

The course is drawn by industry experts in line with requirements from US clients. Campus placement in industry would be available after the course is completed. Successful Medical Transcriptionists draw salaries Rs 10000 to 15000 PM. Editors/super-proofers draw Rs 15000 to 20000 pm.

UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT

Ordinances and Regulations relating to the
Syllabus for the

CERTIFICATE COURSE IN MEDICAL TRANSCRIPTION

0.5532 TITLE OF THE COURSE

CERTIFICATE COURSE IN MEDICAL TRANSCRIPTION

0.5533 ELIGIBILITY

B Pharm/ BSc / MBBS / BDS / BAMS / BHMS/ Nursing Graduates or equivalent.

R. 5180 DURATION : 6 MONTHS (Part-time) 3 to 4 Hours per day.

R. 5181 INTAKE CAPACITY : 30 (Thirty Seats)

R. 5182 SELECTION PROCEDURE

Admission on basis of comprehension / written test followed by interview

DETAILED SYLLABUS

Contents of the course have been drawn up through industry collaboration. Specialists have drawn up this course, and the content is same as used by them. Contents are given enclosed Table. The faculty, teaching material, text will be those used to train medical transcriptionists for USA clients.

Subjects

MT System

English Punctuation, Americanism, Phoneucis
Typing, PC, OS, Techniques
AAMT Guidelines

LOM I Anatomy, Physiology, Blood system, Pharmacology, Radiology
Nuclear Medicine, Cancer Medicine

Nervous System

Psychiatry

Digestive System

Urinary System

Cardio Vascular System

LOM II Female Reproductive System

Male Reproductive System

Respiratory System

Immune & Lymphatic System

Endocrine System

Musculo-skeletal System

Skin

Sense organs

Miscellaneous



Scheme of Examination

The students will be assessed through Continuous Evaluation and Subject end examination in following Table.

Total Hours 400: 66% Practice, Balance Theory.

Paper	Subject	Theory Hours	Practical s hours	Total Test hours	Marks Periodic Assessment	Marks Final Assessment	Marks Total Assessment
I	MT System	10	50	8	100	100	200
II	Language of Medicine-I	60	60	8	100	100	200
III	Language of Medicine-II	60	60	8	100	100	200
IV	Transcription Practical Training	0	100	16	100	100	200
	Hours	130	270	40			900
	Total hours		400	40			
	no. of days @4hrs/day (2 hrs theory and practical each)	4	100	10			no. of days @5hrs/day
	no of months @ 20 days per month	20	5	5.5			

R_____QUALIFYING STANDARD

Grading by accuracy is important in medical transcription industry. As the examinations will be conducted on real life files; no transcription file goes to proofer /editor/QA with less than 90% accuracy score derived from accumulated error type score from Excel sheet. Pass, Fail criteria of 50% is not applicable here. The examination marks scores will be put in the mark sheet. Our training reduces the effort of employer to train them from scratch. The employer gives a test with file/files, and recruits them based on the score he gets. A student with lower score can be readmitted for a practice course, which will be considered from the feedback of first course, after it is completed.

A certificate of attendance with average Accuracy Score will be awarded.