

INTRODUCTION TO MEDICAL TERMINOLOGY

KEY FACTS

Date and Time: Delivered via Zoom - 1st Monday and Thursday of every month, 9:30 - 11:30 (both sessions must be attended to complete the course). Speak to us about alternative sessions if required

Suitability: Anyone who requires a basic knowledge to medical terminology in their role, medical secretaries, coders, ward clerks, AHPs, managers, HCAs

Progression: Level 2 or 3 AMSPAR/City and Guilds qualification studied online with Mediterm Training for those with a desire to learn more and obtain nationally recognised qualification.

Price: £50 per person

Abbreviation	Meaning
bd	Twice a day
prn	As necessary
tds	Three times a day
qds	Four times a day
ac	Before meals
pc	After meals

COURSE BENEFITS

- Improved efficiency and output at work
- Less time spent googling
- Less time seeking clarification from drs/colleagues
- Increased understanding and interest in work
- Reduced errors and clinical risk - e.g: understanding hypo v hyper
- Greater communication with patients

FEEDBACK

Elaine Bradbury - Workforce Development Lead, East Cheshire NHS Trust:

"We have been working with Mediterm now for several years and have always found the teaching and support to be of an extremely high standard. The course is extremely popular with our staff, with many of them progressing to achieve the AMSPAR Level 2 qualification. Staff have commented on how informative and interactive the training is, enabling attendees to develop their knowledge and skills".

Sue - GP Administrator, Macclesfield

"I had not received any medical terminology training previously but now I have attended the course I can see what an important course it is for everyone involved in medical admin to attend. It has already helped me to understand documents we receive easier and therefore process more accurately, this will be a huge help to me, not only as a 'Coder', but also in my job as an Administrator."

Contact nicola@meditermtraining.com for more information

Poly **neur/o** **itis**
many nerve inflammation

Drop the 'o' (as suffix starts with a vowel) and combine the word parts.....

Polyneuritis
Inflammation of many nerves

COURSE CONTENT

- Basics of medical terminology: word building.
- Interactive tour of the body: anatomy and physiology
- Bones of the skeleton
- Drug prescribing abbreviations
- Medical abbreviations
- Hospital specialities and procedures

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I attended your course at St. James' Hospital a few weeks ago; this was both very engaging and valuable and one of the best courses I have been on so far. Thank you so much for your help!

www.meditermtraining.com

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