

LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI 5N2428 Medical Terminology

Course Information



Programme Objectives

QQI Medical Terminology 5N2428

This programme module aims to prepare the learner with the necessary knowledge, skill and competence in a range of medical terminology appropriate specifically to a medical office environment. This is an ideal module for a receptionist, secretary, administrative assistant or Office Manager role in a clinical, medical practice, or within a hospital setting. Learners have use of licensed Microsoft Software for coursework.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Examine a range of medical terminology required by a medical receptionist or secretary within a general medical practice or specialist medical practice context.
2. Explore current relevant legislation regarding healthcare practices in Ireland.
3. Describe the sources of information available to the medical receptionist or secretary.
4. Examine the importance of using correct medical terminology in communicating with patients and medical practitioners.
5. Apply medical pronunciation and spelling correctly.
6. Define medical abbreviations used in medical investigations and diagnosis.
7. Define medical terminology associated with the medical specialties carried out in a large general hospital.
8. Define medical terms used in medical reports and summaries.
9. Use correct medical terminology in a wide range of specialties, when dealing with both patients and medical practitioners.
10. Assemble and prepare X-ray reports.
11. Prepare final medical reports, ensuring the use of appropriate terminology, language and format.

Assessment

Assignment [2] 40% and Skills Demonstration [2] 60%

Duration

10 x 3hr classes Morning or Evening Classes plus self-directed learning with support through Lir, OR Blended/Online with 'Live' Tutor sessions and ongoing support during the week.

Fees and Payment Options

- Course fee: on website 1) Payment in full, or 2) Flexi-payments/Funding, or 3) In-Company - separate quote
- You may qualify for funding by contacting your local Intreo/DSP Office.

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.