

PITMAN

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Medical Secretary

Is the Medical Secretary Qualification for you?

What do I gain from the Medical Secretary qualification?

A Pitman Training Diploma is one of the most prestigious from one of the most highly regarded training organisations across the world. Nationally recognised skills for Medical Secretaries are generally considered to be advantageous when seeking employment in the healthcare sector. So you should feel confident in the knowledge that our Medical Secretary Diploma has been given short course approval from the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists (AMSPAR). In fact, with highly regarded skills, there'll be nothing stopping you from getting a well paid, highly valued role as a Medical Secretary, Medical Administrator, Healthcare Assistant, or you could use it as an initial taster into the world of nursing. On successful completion of your diploma, you'll also have the opportunity to achieve the Level 2* Award in Medical Terminology qualification (additional home study is recommended).



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Course Overview

Our Medical Secretary Diploma offers you the best of both worlds - business and medical. Not only will you get the highest level of skills required to work for a commercial firm, you'll also get the specialist expertise required to work within the medical profession.

You'll be proficient in medical terminology, medical audio-transcription and medical word processing. The diploma will also teach you excellent IT skills, enabling you to master Microsoft programmes. You'll also have the option to choose from an elective choice of additional subjects including health and safety essentials.



Start Date - Flexible



Study Type - In Centre



Training Type - Diploma

Zo

220 hours or 9 weeks full-time study

FAQs for Medical Secretary

Aims and Objectives]-
Courses Included	•
Pre-Requisites	•
Finance Options	•
Career Path	-

PITMAN

Changing lives through education

The best way to predict your future is to create it. PITMAN offers a wide range of industry-focused education courses, designed to fit around your busy schedule.











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Language & Personal Development

ffice & Secretarial

IT

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London

Midlands

North East

North West

Scotland

Wales

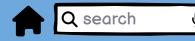




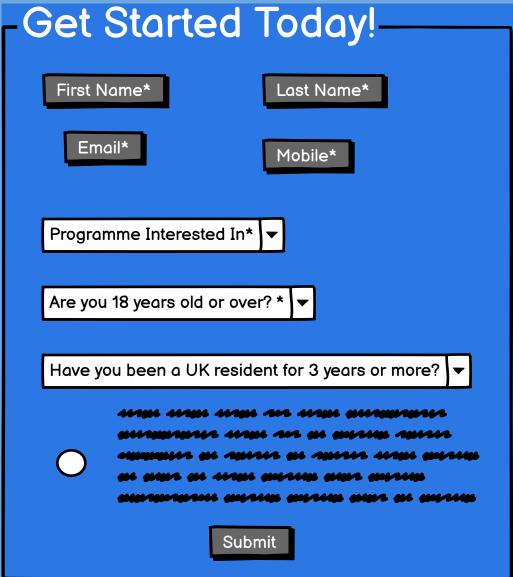




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Business & Management

Data Research and Statistical Techniques Fundamentals of AI and **Machine Learning HR Assistant Diploma**

Marketing

Blogging for Business Costing and Pricing Event Management Award Instagram for Business LinkedIn for Business

Our Courses

Office & Secretarial

Medical Admin Diploma **Medical Audio Transcription Medical Office Award** Medical Receptionist Diploma **Medical Secretary Diploma**

Visual Design

Adobe Creative Cloud Award Certified Java Associate Dreamweaver CS6 HTML 5 Fundamentals **Introduction to HTML**

Software & Web Development

AWS Cloud Practitioner Certified Java Associate IT Specialist - HTML and CSS **Development Software Development Diploma**

IT

AWS Cloud Practitioner Azure Administrator Azure Fundamentals Cloud Platform Security Cloud Security Fundamentals









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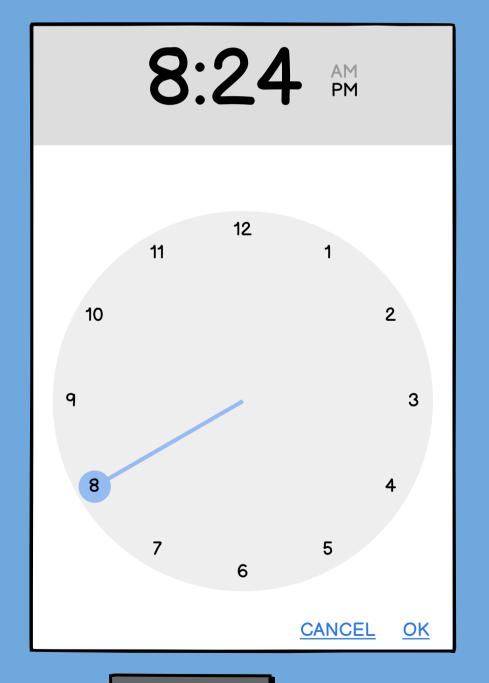




PITMAN

Plan & Schedule

2023 Fri, Oct 27								
COCTOBER 2023								
s	М	Т	W	Т	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						
<u>CANCEL</u> <u>OK</u>								



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https://pitman-training/thank.you/niognj











PITMAN

A great big thank you!

Refer and Earn

Pitman Student Referral Scheme

If you have friends and family who want to study, why not refer them to Pitman? The process is quick and simple and you'll receive £500 for each person who successfully enrols. And, there's no limit to the number of referrals you can make.

Refer a Friend Now



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