



**Introduction of
Six months' Certificate Course
In
MEDICAL TRANSCRIPTION**



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net,

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net



Webel-Infovision Medical Transcription Academy

About Infovision Software (A Division of SSAPL)

Infovision Software (A Division of SSAPL) pioneered the concept of Medical Transcription in Eastern India way back in 1999. It started its first Medical Transcription operations in Mumbai, following which the second training unit was made operational in Kolkata in the year 2000. Infovision adopted a quality policy of total commitment to customer satisfaction by providing on-time and error free services in medical transcription and healthcare BPO activities within the applicable regulatory framework by means of implementation, maintenance and continual improvement of quality management system achieved through optimum utilization of technology and manpower.

About WEBEL

Webel is the nodal agency of the Government of West Bengal for developing Information Technology and ITeS industries in the State and creating value for the citizens. Webel facilitates the growth of the industry by a host of measures such as developing infrastructure in the form of land/buildings for the investors and facilitating processes of clearances that are required to set up business, ensures last mile connectivity, assists the government in all its e-governance projects and brings tangible benefits to citizens in the field of health care and IT education. Webel acts as the single window support center for all services required by the IT & ITES investors in the state of West Bengal.

Webel, in collaboration with Infovision, is jointly running a training Unit in Kolkata, to create more employable and trained Medical Transcriptionists for the growing industry. We are targeting to train more than 150 people in a year.



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : [sd @infovisionsoftware.net](mailto:sd@infovisionsoftware.net)

WIMTA is making waves in medical transcription. Medical transcription is a healthcare ITes activity in which the countries abroad (specifically the US outsource the jobs to India). In order to meet the huge requirement of this healthcare ITes sector, a large pool of skilled manpower is always in demand. Infovision in collaboration with Webel took this initiative to produce skilled manpower by providing training to the people and giving employment to the trained manpower in its own production units and other MT Units in India. This particular industry does not demand any high qualification or any particular age group, even an undergraduate/retired/VRS person can do well, provided he or she has got the Basic English understanding and aptitude. Medical transcription can be done from anywhere in the world even outside the office, at the comfort of ones own home and according to ones own choice of working hours. For this very reason, it has become so popular among the housewives, retired professional who are referred to as Home Based Transcription (HBT).

The best reason why I should look into Medical Transcription is because a qualified Medical Transcriptionist is always facing intellectual challenge and the opportunity to make a unique contribution to quality patient care and services. Medical Transcription is a portable skill that allows for professional and geographic mobility. Unlike other ITes jobs, MT industry is stable and offers a long recession-proof career. We have placed our trainees in Infovision as well as other MT Companies in and outside Kolkata.

WHAT A STUDENT WILL LEARN:

We give you a comprehensive 6-month training program in subjects like Medical Terminology, American English, style rules for transcribing, basic computer operations, typing practice and file practice on different report types, specialties, and different accents as well. It usually takes about 6 months to impart the training, which is for 6 days a week and 6 hours per day. Successful candidates get in-house placement at Infovision.

Medical Terminology: You will have qualified doctors to train you in this subject. Periodic tests and assignments will be given so as to ascertain your performance.

English: We enhance your familiarity of American English, accent and punctuation, which is necessary for transcribing.



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net

Computers: In computers you will be trained with operational knowledge, which is essential for optional productivity in medical transcription.

Typing: We have developed a keyboard kinetics training schedule, especially for beginners so that you gradually speed up your typing and achieve the specific target at the end of your training program.

Medical Transcription Theory: This subject helps you to get oriented with Medical Transcription and also to get the feel of the job. You would be learning various types of formatting and styles of medical report presentation.

What is Medical Transcription?

Basically, it involves changing audio to text. The audio is actually the voice of a physician in the US dictating about patient interactions in a voice recorder or a Dictaphone, which is then stored in a server as a voice file. These files are then listened to by a medical transcriptionist who then types it out as a text file. This is then cross-checked by qualified doctors or experienced editors after which the text files are uploaded back to client's servers so that the physician can retrieve it.

Why is transcription necessary?

According to US laws, in every hospital or health care unit, each patient-related activity and procedure must be meticulously documented and then added to the patient's permanent record. In hospitals across US, doctors do not have time to update the medical records for documenting and reporting the results of examinations and procedures. So they need medical transcriptionists to do this for them.

Why is transcription work being done from India?

There is availability of a sizeable number of English speaking trainable graduates. Also, the 12-hour time zone difference between India and USA is an advantage. Finally, the rates are cheaper in India than in the US which results in huge cost saving for the MT companies. India has got large pool of talented human resources and India being a multi linguistic country, we are aware of different dialects and accents. This pool of talent can be tapped to recruit and train a set of high caliber professionals who can achieve and surpass the quality levels in the USA.



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net

ELIGIBILITY:

The candidate needs to have a sound knowledge of written English grammar and vocabulary. Good hearing skills are very much needed. There is no age limit. Qualification of minimum 10+2 of any stream is welcomed.

FEES STRUCTURE:

One Time Payment: 25000+2575(10.33% SERVICE TAX)= RS. **27575/-**

Installment: 27500+2833(10.33% SERVICE TAX)=RS. **30333/-** (In 5 installments).

HIGHLIGHTS:

- ISO 9001-2000 Certified Training System.
- State-of-art infrastructure in the heart of Kolkata.
- Highly experienced faculties with MT background who can guide the trainees to acquire optimum transcription skills within 6 months' time.
- Extra practice time, machine availability of 1:1, accent familiarization, practice on client files, interesting teaching aids, file discussions, skill development classes along with regular feedback and individual counseling sessions are some of the special features which make our training program successful and enjoyable.
- Free audio tutorials and English tutorials are also available for trainees who need them.

Trainees are given instant and weekly feedbacks, which encourage them to perform better each day. Training is imparted in a very friendly atmosphere and all trainees are well placed at Infovision and other big MT companies nationwide. There is a huge demand for MT professionals trained at WIMTA as it is the only MT training system with the ISO certification.



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net

ABOUT THE COURSE:

The course consists of about 1000 hours of theory and practical training. Theory sessions consist of thorough training in Medical Terminology by medical doctors with MT background, American English, Basic Computers and Medical Transcription theory. Practical sessions consist of typing practice for a minimum of 40 hours and transcription practice for about 760 hours covering all body systems, specialties and report types. There is special emphasis on surgical files. The whole curriculum is broken up into 3 levels with specific targets to be achieved in theory and practical tests so that the trainees find it easier to achieve the final productivity targets.

TRAINING AND COURSE MODULES:

COURSE	MODULE	DURATION	ASSESSMENT
Medical transcription course(theory)	English	24 hours	Level exams are conducted after every 2 months, 4 months and 6 months. With regular viva and assignments on each subject.
	Medicine	132 hours	
	Computer	9 hours	
	MTT (medical transcription theory)	9 hours	
Medical transcription (practical)	Orientation Session	For first 1 week	Regular transcription tests are taken.
	Basic and Advanced MT files covering all systems.	For 60 days	Final assessment done at the end of 6 months.
	Client files	For 45 days	
	Pre-OJT Sessions	1-1/2 months	



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net

SELECTION AND PLACEMENT:

The selection of candidates is done through an entrance test for assessing basic knowledge of English and a personal interview. The candidate is thoroughly counseled regarding the nature of work and career prospects, and at the same time a decision is reached regarding the candidate's capability to cope up with the nature of work. A full batch, launched once a month, consists of 20 trainees who undergo training for 6 hours a day for 6 days a week for a period of 6 months. The last 5-6 weeks consist of advanced training on client files followed by final selections. All successful trainees are well placed in the Industry as well as in Hospitals. Thanks to our ex-students working in all the big MT companies of India, Infovision has gained wide-spread acceptance as having one of the best training facilities in the country.

Why get trained at WIMTA?

WEBEL INFOVISION MEDICAL TRANSCRIPTION ACADEMY, a joint initiative of Webel & Infovision Software (A Division of SSAPL) **transforms you into an expert MEDICAL LANGUAGE SPECIALIST in a matter of just 180 days!**



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net

*Some of the successfully placed candidates in seven months in the best
MT companies*



A Joint Venture of WEBEL and Infovision Software (A Division of SSAPL)

Website : www.webel-india.com, www.infovisionsoftware.net,

Contact: (033) 30521840 / 22900497 / 9748258117

Email : sd@infovisionsoftware.net