

Medical Transcription Skill Set

Target Group	This skill set is for individuals providing transcription services to the medical industry.	
Units	BSBADM411A	Produce complex texts from audio transcription
	BSBITU307A	Develop keyboarding speed and accuracy
	BSBMED301B	Interpret and apply medical terminology appropriately
	BSBRES401A	Analyse and present research information
	BSBWRT401A	Write complex documents
Pathway	These units provide credit towards a number of qualifications including, the BSB40207 Certificate IV in Business and the BSB40507 Certificate IV in Business Administration.	
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for a medical transcription typist.	