



# HIMAA Comprehensive Medical Terminology COURSE INFORMATION

Medical Terminology is the language used to communicate facts and ideas specific to medicine and health care. These words and symbols relate to body systems, anatomical structures, medical diagnoses and procedures.

The course is designed to provide students with a comprehensive knowledge and understanding of the medical language used by health care professionals. It is particularly useful for medical typists, clinical coders and many other health industry workers.

The course material is structured to assist students to work through the study material in a systematic way.

## Course intake dates

Intake dates are the same each year. **Enrolments close**

12 March	course commences 5 April
12 May	course commences 7 June
12 July	course commences 2 August
12 September	course commences 4 October

## Course delivery

HIMAA courses are delivered by distance education. Students work at home and are not required to attend classes. HIMAA is very experienced in the delivery of distance education. Our Education Officers remain in contact with students throughout the course and are available to answer questions about material in the textbook, workbook, assessments and final examination.

## Enrolment fee

The fee for Comprehensive Medical Terminology (including final examination) for **New Zealand students is AUD1185.75.**

A surcharge of 2% applies to fees paid by credit card.

## Policies on fees

Fees must be paid at the time of enrolment. If the enrolment is cancelled before the course materials have been distributed HIMAA will refund the enrolment fee paid less an administration charge of AUD181.00. Further information is included in the Course Administration Handbook.

## Timetable for submission of assessments

Within each intake the student must select **one** timetable for submission of assessments. Timetables have been allocated based on study and assessment submission requirements and the examination dates scheduled by HIMAA Education Services. All timetables commence at the same time and although the number of timetables allocated to each intake may vary Timetable 1 is always the minimum time required.

For further information please refer to the timetable Information.

## Course materials

HIMAA Education Services supplies printed course materials and assessments.

Students may submit assessments by mail, fax or email. Students who chose to submit assessments by email are required to tick the appropriate box on the enrolment form. A CD formatted in Microsoft Word 2003 will then be provided with the course materials.

The course materials are distributed to all students approximately two weeks after enrolments close.

## Textbook requirements

**Students must purchase or have access to the the textbook for the course**  
Nicol, J & Walker, S (eds) 2007, *The Language of Medicine*, Elsevier Australia (Davi-Ellen Chabner Australian and New Zealand edition). (2006)  
**ISBN 10: 0-7295 3776 5 OR 13: 978-0-7295-3776-6**

You will also need to have an up-to-date medical dictionary. If you need to purchase a dictionary we recommend  
*Mosby's Dictionary of Medicine, Nursing & Health Professions*, (Australian and New Zealand 2<sup>nd</sup> edition) **ISBN 9780-7295-5390-98**

The textbook and medical dictionary are available from university or medical bookshops in Australia and New Zealand. (A textbook suppliers list is included in the Course Administration Handbook).

## Course objectives

After completing Comprehensive Medical Terminology students should be able to

- analyse medical terms structurally into

- \* roots
  - \* prefixes
  - \* suffixes
  - \* combining forms
- define, spell and pronounce medical terms
  - convert common terms to their equivalent medical terms
  - expand common medical abbreviations
  - use a medical dictionary to clarify the meaning of medical terms
  - use MIMS to locate drug information, including dosage and administration
  - understand basic anatomy and physiology associated with body systems.

## Course content

The course is divided into sixteen units and sixteen assessments.

1. Introduction to medical terminology
2. Analysis of medical terms (prefixes, suffixes, combining forms)
3. Digestive system
4. Urinary system and male reproductive system
5. Female reproductive system (gynaecology and breast)
6. Obstetrics and neonatology
7. Nervous system
8. Cardiovascular system
9. Respiratory system
10. Blood, lymphatic and immune systems
11. Oncology, radiology and infectious diseases
12. Musculoskeletal system
13. Skin and pharmacology
14. The eye and the ear
15. Endocrine and metabolic systems and mental health
16. Practical exercises in pronunciation and comprehension.

## Timetable for submission of assessments

Within each intake the student must select **one** timetable for submission of assessments. Timetables have been allocated based on study and assessment submission requirements and the examination dates scheduled by HIMAA Education Services. All timetables commence at the same time and Timetable 1 is the minimum time allowed for completion of this course. Further information is enclosed with this brochure and is available on our website.

## Assessments

After completion of each unit an assessment is submitted to the Education Officer for evaluation and comment. Students receive feedback on each assessment and can contact the Education Officer for clarification if required. Each assessment is marked out of 20. After all assessments have been

completed students are required to sit a two hour written final examination based on the material covered in the course materials.

The overall pass mark for the course is 80%. The average mark of the assessments contributes 20% towards the final course mark and the final examination result contributes 80%.

### For example

average mark of assessments    90% x .2 = 18.0%  
 + final examination result        80% x .8 = 64.0%  
 final course mark is 82% (pass)

## Monitoring student progress

Student progress will be monitored throughout each intake. Further information is included in the Course Administration Handbook.

## Final examination

Final examinations are scheduled in relation to the timetables allocated to each intake. Please refer to the timetable information enclosed with this brochure. In preparation for the final examination eligible students receive a practice final examination paper and answers.

## Course completion

Students who successfully complete this course will receive the HIMAA Certificate of Achievement.

## Complaints or appeals

HIMAA Education Services has policies and procedures in place to resolve difficulties, appeals and complaints in a prompt, impartial and just manner. Further information is included in the Course Administration Handbook.

## Privacy

HIMAA collects personal information for the purposes of general administration, identification, communication, state and national reporting, program monitoring and evaluation. We collect, manage, use and disclose personal information strictly in accordance with privacy legislation. Further information is included in the Course Administration Handbook.

## General enquiries

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