



Medical Secretary Diploma

COURSE PROSPECTUS

Accredited by NCFE CQ & CPD | Centre No: 9000606

Quality education through distance learning.

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Overview

What to expect from this diploma

Become a proficient medical secretary equipped with specialist medical terminology and office skills.

This diploma is respected across the NHS and private healthcare sector and prepares you to confidently handle medical administration.

Study entirely online, at your own pace, with expert personal tutor support from start to finish.



GETTING YOU JOB-READY

By the end of this course, you'll be ready to support clinicians, manage medical administration, and keep patient pathways running smoothly — contributing confidently within any healthcare setting.

Qualifications Included

This course is **NCFE CQ certified** and **CPD points accredited**, giving you nationally recognised qualifications that meet professional training standards. All qualifications are benchmarked to **Ofqual QCF** level descriptors, so you can trust the depth and quality of your training.



CQ10460

Medical Secretary Diploma (Level 3)

CQ10445

Optional: AMSPAR Level 2 Medical Terminology Award

CQ10464

Optional: Teeline Shorthand Diploma (Level 3)

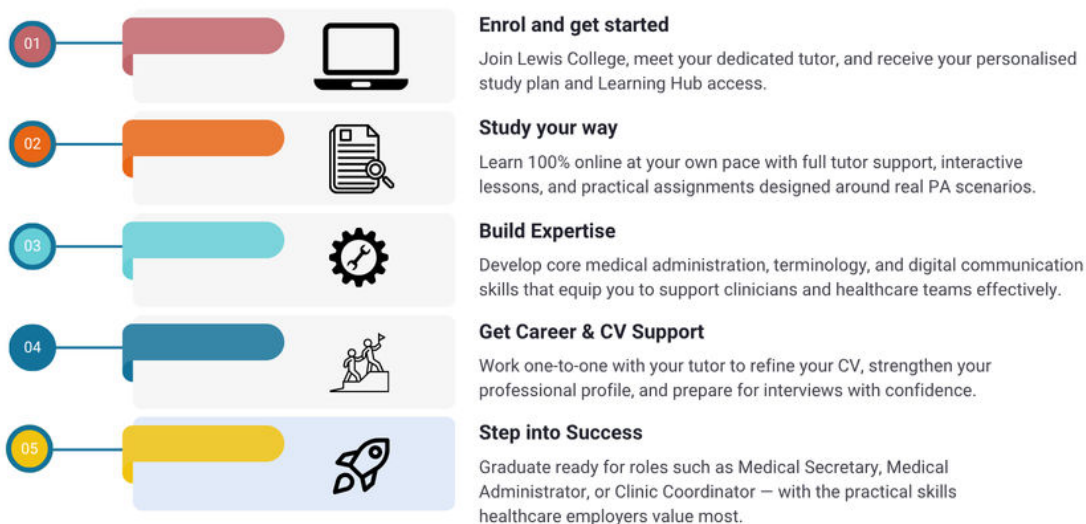
CAREER OUTCOMES

Medical Secretaries are trusted, skilled professionals who play a vital role in patient care and clinical efficiency.

Typical UK salaries range from £23,000–£32,000, with experienced Medical Secretaries and Team Leaders earning £35,000+.

NHS and private healthcare employers increasingly seek strong medical terminology, digital, and communication skills — **exactly what this course develops.**

Medical Secretary Diploma Learning Journey





Study Online — Your Way

Study 100 % online from home or the workplace.

You'll access your course via our Learning Hub on any device — mobile, tablet, or computer.

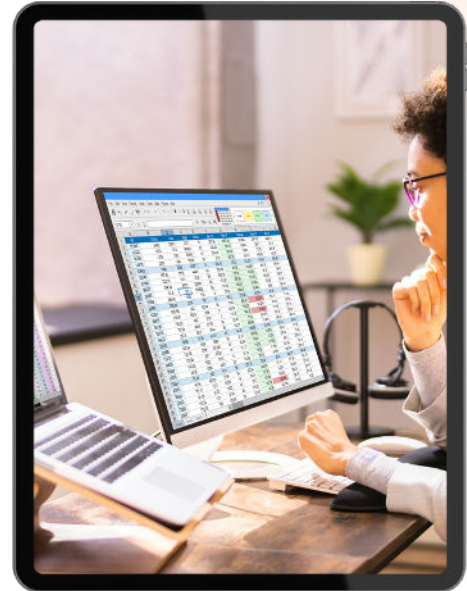
Expect continuous expert tutor support, step-by-step exercises, demo videos, and downloadable materials.

You have up to **18 months** to complete the course, giving you full flexibility for work and life commitments.

Core Skills

You'll cover:

- **Outlook** – email & personal information management
- **Word** – core & advanced word processing
- **Touch typing & speed development**
- **Audio transcription**



These skills help you stay organised, communicate clearly, and keep daily operations running smoothly.

Why this matters: In healthcare, these skills help maintain accurate records, reduce clinical errors, and keep patient services running efficiently — making you a vital part of the team.

IT Units

Develop complete digital confidence across modern office technology. You'll master:

- **Word** – word processing
- **Outlook** – email & PIM
- **Excel** – spreadsheets & charts
- **PowerPoint** – presentations
- **Access** – databases & data entry (if applicable)

You'll also complete the **Effective Use of IT** unit covering **SharePoint**, **Teams**, and **LinkedIn**. By the end of this unit, you'll confidently collaborate in Teams, manage content in SharePoint, and build your professional profile on LinkedIn.

Finally, the **Introduction to AI** module shows you how to use tools like **ChatGPT** and **Microsoft Copilot** to save time and boost productivity.

Why this matters: These tools are now standard in modern medical office environments — understanding them keeps you ahead of the curve.

Medical Terminology Units

You'll cover essential medical administration skills including:

- **Medical terminology** – digestive, respiratory, musculoskeletal, cardiovascular, renal, reproductive and endocrine systems, pathology, pharmacology, GP and hospital procedures



Why this matters: Accurate medical terminology is vital in healthcare. It ensures patient information, referrals, and clinical documents are recorded correctly, reducing errors and helping clinicians deliver safe, effective care. These modules equip you with the knowledge needed to support busy medical teams.

Personal Development Units

You'll strengthen your **confidence**, **communication**, and **time-management** skills.

Learn how to handle pressure, multitask effectively, and maintain professionalism in every interaction.

You'll also explore **Social Media & Networking** — developing your online presence and professional network.

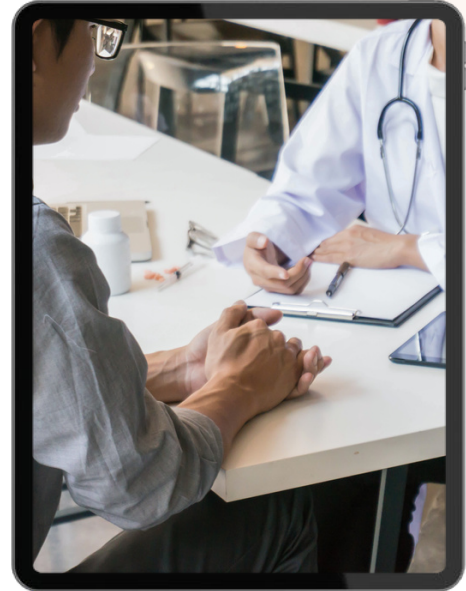


Why this matters: Healthcare teams value Medical Secretaries who stay calm under pressure, handle confidential information accurately, and communicate clearly with patients and clinicians.

Developing Skills & Knowledge

You'll develop the advanced administrative and communication skills needed to support clinicians and keep healthcare services running smoothly. Topics include:

- Business meetings & trips
- Petty cash & budgets
- HR support
- Business events & organisations
- Publisher – desktop publishing
- Mail merge & advanced document production
- Social media & networking
- Research & reporting



You'll learn how to prepare documents, support medical meetings, manage sensitive information, and maintain clear, accurate communication across clinical teams.

Why this matters: These skills improve patient flow, reduce administrative errors, and help clinicians focus on care — making Medical Secretaries an essential part of every healthcare service.

Why Choose Lewis College

CHOOSING WHERE TO STUDY IS AN IMPORTANT DECISION

At Lewis College, you're joining one of the UK's most trusted names in professional distance learning.

For over four decades, we've helped thousands of students gain new qualifications, build confidence, and achieve real career success.

Our courses are designed around you — flexible, practical, and supported every step of the way.

HERE'S WHY STUDENTS CHOOSE LEWIS COLLEGE:

- **Over 40 years of excellence** in professional distance learning. Our reputation is built on consistent results and long-term student success.
- **Nationally recognised accreditation** (NCFE CQ & CPD). Every qualification is benchmarked to UK standards, ensuring your training is respected by employers.
- **Personal expert tutor support from start to finish.** You'll have a dedicated tutor for each unit who provides one-to-one feedback, encouragement, and guidance.
- **Flexible online learning for busy professionals.** Study anywhere, anytime, and fit your learning around work, family, and other commitments.
- **Career and CV guidance included.** We'll help you refine your CV, prepare for interviews, and position yourself confidently for your next career move.
- **Modern digital focus** — SharePoint, Teams, LinkedIn, and AI. Stay ahead of the curve with digital skills employers expect from today's Executive Assistants.

"What stood out most was the sense of community. Even whilst studying remotely, I felt part of something steady and supportive - a space where adult learners are treated with care and where growth is honoured at every stage." - Rosie