



Medical Secretary Diploma

COURSE PROSPECTUS

Accredited by NCFE CQ & CPD | Centre No: 9000606

Quality education through distance learning.

 Wessex House,
Newton Abbot, Devon,
TQ12 4AA ENGLAND

 +44 (0)800 500 3096

 lewiscollege.co.uk

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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)

Course Content

The course is made up of the following units:

- Email
- Personal Information Management
- Diary Management
- Touch Typing and Speed Development
- Patient Care Skills, Confidence Building and Self-Esteem
- Advanced Internet and Web Research
- Medical Documents
- Managing Workload
- Business Meetings
- Advanced Spreadsheets and Charts
- Mail Merge
- Professional Communication Skills
- Composing Medical Emails and Letters
- Advanced Electronic Slide Presentations
- Maintaining Professional Working Relationships
- Medical Audio Transcription
- Keyboard Speed Test

The medical terminology section is made up of the following units:

- Basic Term Construction
- Digestive System
- Respiratory System
- Cardiovascular System
- Blood Circulation System
- Lymphatic System and Oncology
- Renal System
- Male Reproductive System
- Female Reproduction System
- Pregnancy, Childbirth and Paediatrics
- Muscular System
- Nervous System
- Connective Tissue
- Infection and Diseases
- Pathology and Pharmacology
- Sensory Organs
- Endocrine and Exocrine Systems

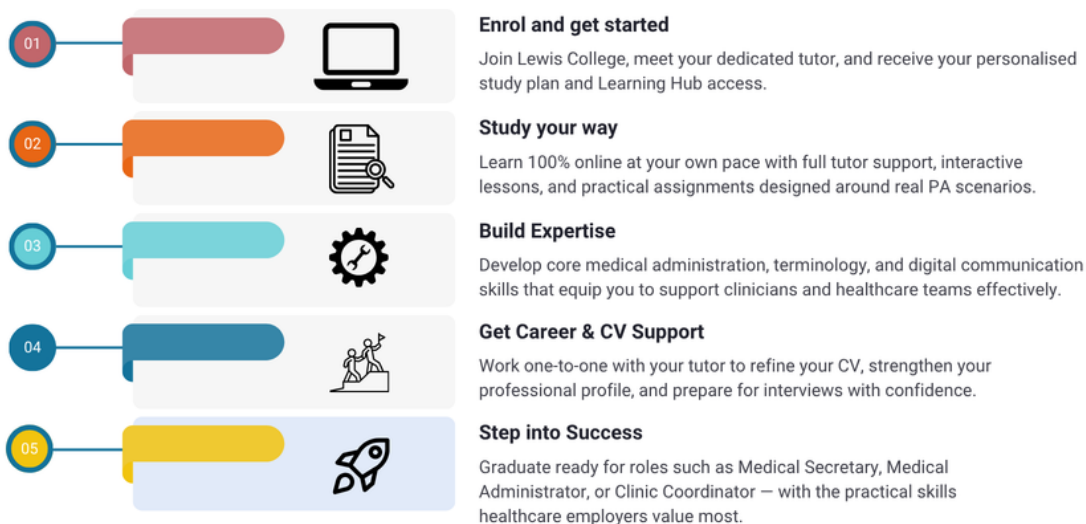
CAREER OUTCOMES

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 100% online from home or the workplace.

You'll access your course via our Learning Hub.

You can study at a pace that works around your job, family life, holidays, and other commitments, with up to 18 months to complete the course.

Throughout the course, you'll complete step-by-step exercises, watch demo videos, use downloadable materials, and complete work-style assignments designed to reflect the types of tasks you may carry out in a medical secretary role.

You'll also receive continuous expert tutor support to help you stay on track and build confidence as you progress.

Admin Units

You'll cover:

- Touch typing & speed development
- Medical Audio transcription
- Diary Management
- Business Meetings
- Composing Medical Emails and Letters



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** – medical word documents & Mail Merge
- **Outlook** – email & PIM
- **Excel** – spreadsheets & charts
- **PowerPoint** – presentations
- Advanced Internet and Web Research

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.



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.



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

Course Requirements and Equipment Needed

There are no formal entry requirements for this course.

To study with us, you will need:

- A computer or laptop — either a Windows PC or a Mac.
- Microsoft Office 2016 or later — Microsoft 365 is recommended.
- A reliable internet connection to access the Learning Hub, videos, resources, and online support.

We recommend using a computer or laptop rather than a Chromebook, tablet, or iPad, as some course activities will require full desktop versions of Microsoft Office.

Microsoft 365 is available from around £8.49 per month and updates automatically. We can provide further information if needed.

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.



administration@lewis
college.co.uk



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