

CERTIFICATE OF COMPLETION

CERTIFICATE OF COMPLETION OF **ACI** LEARNING SYSTEMS' APPROVED TRAINING PROGRAMS



IT Dynamics Group
Suite 1709 Cityland 10, Tower 1
Valero, cor. H.V. dela Costa Sts.
Salcedo Village, Makati City, Philippines

THIS IS TO CERTIFY THAT

Has completed the

PROFESSIONAL MEDICAL TRANSCRIPTION TRAINING COURSE

with the following content areas:

English Language: Study, synthesis and application of the rules of English language in medical transcription

Technology: Computers, word processing application, dictation and transcription software, keyboarding, internet and troubleshooting

Medical Knowledge: Medical terminology, anatomy and physiology, pharmacology and laboratory medicine.

Medicolegal Aspects of Healthcare Documentation: Overview on HIPAA, confidentiality and privacy.

Medical Transcription Practice: Style guide, cardiology, gastroenterology, genitourinary, neurology, obstetrics and gynecology, orthopedics, and pathology.

Medical Transcription Practicum: 150 hours (externship or internship)

A handwritten signature in black ink, appearing to read 'John W. Marsh'.

John W. Marsh
VP for Operations and Academic Affairs
ACI Learning Systems

A handwritten signature in black ink, appearing to read 'Benigna A. Dawang'.

Benigna A. Dawang
Training Coordinator
IT Dynamics Group

Issued this 31st day of March, 2005 at Makati City, Philippines.