



Accel Med Tranz

You need to install the following to take up your course:

1. AMT Link
2. ExpressScribe
3. Skype
4. MacromediaFlashPlayer
5. TeamViewer

I. AMT Link:

MEDICAL TRANSCRIPTION

Medical transcription, also known as MT, is an allied healthcare profession which encompasses the process of transcription, or converting voice-recorded reports as dictated by physicians and/or other healthcare professionals into textual format.

Each time a patient visits the emergency room, or is admitted, or has an investigation done, there is patient interaction with a medical professional. The doctor dictates the patient information and that is recorded as a voice file. This voice file is transferred through internet to secure web servers.

ONLINE MT LOGIN

Username
mtadministrator

Password

Submit Cancel

Create a new user!

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LINK TO ACCESS LESSONS:

Link:
<http://s374372264.onlinehome.us/clk1104amt/aa0709lms.php>

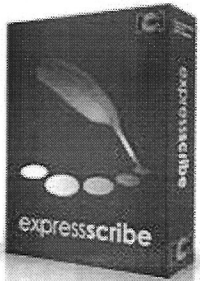
USERNAME AND PASSWORD TO LOGIN – LMS [Learning Management System]: (Check the mail from accelmedtranz@gmail.com with subject line Accel MedTranz Medical Transcription Course Account Details)

The username and password that are supplied to the user in the authentication email should be used to enter into the Accel MedTranz LMS to access the lessons. Please make sure that you use the correct **username** and **password** to login to your



Accel MedTranz LMS.

NOTE: Always give your username and password as mentioned in the mail. Never use **CAPS** and **small** or interchange them.



II. Express Scribe

The audio player that is used to play the voice files (in Module IV-LOM) can be downloaded from the link provided below:

www.nch.com.au/scribe/essetup.exe

Copy the following URL and paste into your browser and press "Enter".

III. Skype

Skype is an easy and efficient mode of voice communication. All you need to do is to install the software in your system is to "click" on the link provided below and follow the steps as guided by the software itself.

In case of queries or problems, Skype will enable you to easily communicate with us. We recommend all our trainees to use this software henceforth to communicate with us.

The link to download Skype is: <http://www.skype.com>

IV. Macromedia Flash Player

Login to the Accel MedTranz LMS using your user name and password. There are totally 7 modules, which are described in 'Course Description' section in the very first page of your Accel MedTranz LMS.

When you access your lessons just right click on to any chapter in the technology module to check your macromedia flash player version. If the version of Macromedia Flash Player is 6 or below the loading time will be long. Hence, you can update it to 10 or above version, if the player you use is 6 and below version

THE LINKS TO UPDATE MACROMEDIA FLASH PLAYER

Install Flash Player 8 ActiveX.msi

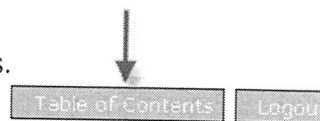




1. Course Navigation

Follow the guidelines given below to take up your lessons

1. Click on the table of contents button to take up your lessons.
2. You will have VII modules in your training.
3. The modules have to be taken in a sequential manner.
4. The chapters in the modules will also be required to be taken in a sequential manner except Module I, which is open for direct access.
5. Just click on the lessons listed under Module I to access your lessons.
6. Chapter are divided into small parts and at the end of each part, there will be a set of questions (quizzes) pertaining to the lesson content covered till then. Each question should be answered correctly, failing which you will be redirected to the slide containing the answer to the relevant question. After you have revised that slide once again, click on "next" button after which you will be taken to the same question. Once you answer the question correctly, you will be automatically taken to the next slide.
7. At the end of each chapter, there will again be a set of questions (exercises) pertaining to the content of the whole chapter. The process followed for quizzes in cases of wrong answers will apply to exercises also.
8. At the end of each chapter in Module II, there will be infotainments pertaining to the American culture.
9. You will be able to proceed from one lesson to another only on completion of all previous lessons. i.e., the lessons have to be taken in a sequential order.



:: Module I - Technology ::	
Chapter Name	
1. Personal Computer	←
2. PC Security Plan	
3. Word Processing	
4. Word Processing Tools and Softwares	
5. Internet connection	
6. Medical Transcription equipment	
7. Basic concepts of dictation	
8. Speech Recognition	

2. Pharmacology	
2.1. Pharmacology	← Completed Chapters
2.2. Glossary Chapter Highlights	
Express Scribe Installation	
Getting Started with Transcription	
Guidelines for Transcription	
2.3. Voice File - Intro	← Pending Chapters
2.4. Voice Test - Intro	
Introduction to Human Body (Newly Updated)	
Introduction to Human Body	



- course.
2. The course duration will be 6 months.
 3. Candidates remaining in idle status for more than 15 days will be asked for an explanation.
 4. Candidates who continuously remain in idle status for more than 30 days will have their candidature terminated.
 5. Candidates planning on leaving a gap of more than 3 days in their training should report that to us. We encourage regular training with minimal gaps.
 6. By default, the user account will be automatically deactivated at the end of the sixth month.
 7. For extension of the course, a minimum fee of Rs.5000 should be remitted. The extension period is valid for only 6 months.
 8. A candidate will be allowed to take up the next module only if he completes the existing module successfully. There will be theory tests at the end of Module II and III.
 9. In Module IV there will be both a theory test and voice test at the end of each chapter.
 10. The voice tests (Module IV) will be evaluated by the online tutor and the evaluated files will be sent to the trainee for reference and further workup.
 11. The accuracy of the voice test files will be considered for consolidation of the candidate's performance at the end of basic training.
 12. There will be a final theory and voice test at the end of the basic training (Module IV).
 13. On successful completion of the basic training, the student will be moved to the Transcription Practice (or) Advanced MT training.
 14. The student will be provided with actual doctors' dictation in Advanced MT training. The training provided in this phase will be based on various report types and various levels of dictation.
 15. Tests will be conducted at the end of each report type. The overall performance of the candidate will be calculated from all the test file results, combined with the final test conducted at the end of this module.
 16. On successful completion of this module, a FINAL TEST will be conducted based on the results of which, the Online Mentor will decide on inducting the trainees into employment through



Roll No: AACMT15459

*Azimuth Academy Certificate
in Medical Transcription*

*Awarded to Ms. DHYANESHWARI DEEPAKRAO MAGAR for
having completed the Medical Transcription Course
from February 2019 to August 2019 successfully.*

V. Sangeeta
Deputy Manager



[Signature]
Business Head



Accel Med Tranz

ACCEL MED TRANZ
Office no 103, 1st floor Rajdhani complex,
Near Shankar Maharaj math
Pune-Satara Road, Dhanakwadi
Pune-43
Ph: +91 97631 69023.

ONLINE MEDICAL CODING TRAINING FORM

COURSE TAKEN: Medical Coding / Transcription

NAME: Jadhav Varsharani Arun

GENDER: Female

DATE OF BIRTH: 28-05-1999

MOBILE NUMBER: 7620040208, 9881126567

ALTERNATE NUMBER IF ANY: _____

EMAIL: varshujadhav9@gmail.com

ADDRESS: Tijau Sadan Datta Nagar,
Nilanga - 413521 . Dis: Latur

CITY: Nilanga

STATE: Maharashtra

COUNTRY: India

QUALIFICATION: B. Pharm III Yr.

COMPUTER SKILLS: MSCIT, MS-Word, MS-Powerpoint,
MS-excel.



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Office no 103, 1st floor Rajdhani complex,
Near Shankar Maharaj math
Pune-Satara Road, Dhanakwadi
Pune-43
Ph: +91 97631 69023.

INTERESTED IN PART OR FULL TIME: Part time

DATE: 18-01-2019

SIGN: *[Signature]*

OFFICE USE ONLY:

COURSE TAKEN: _____

FEES PAID: _____

IF IN INSTALLMENTS: _____

1st INSTALLMENT: _____

2ND INSTALLMENT: _____

3RD INSTALLMENT: _____

FOOT PEDAL GIVEN: _____

DATE: _____

SIGN: _____



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ONLINE GENERAL TRANSCRIPTION TRAINING FORM

COURSE TAKEN: Medical Coding/Transcription

NAME: Ram Satendra Shukla

GENDER: Male

DATE OF BIRTH: 24/03/1998

MOBILE NUMBER: 7020711655

ALTERNATE NUMBER IF ANY: _____

EMAIL: ramshukla566660@gmail.com

ADDRESS: Krishnakunj society, Near Yashodha
E-square, Ambajogai Road, Latur - 413512

CITY: Latur

STATE: Maharashtra

COUNTRY: India

QUALIFICATION: B. pharmacy IIIrd year (appearing)

COMPUTER SKILLS: MS-office, C++



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Pune-43
Ph: +91 97631 69023.

INTERESTED IN PART OR FULL TIME: Part Time

DATE: 19/01/19

SIGN: Ram Shukla

OFFICE USE ONLY:

COURSE TAKEN: _____

FEES PAID: 12,000/-

IF IN INSTALLMENTS: _____

1st INSTALLMENT: _____

2ND INSTALLMENT: _____

3RD INSTALLMENT: _____

FOOT PEDAL GIVEN: _____

DATE: _____

SIGN: _____



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Ph: +91 97631 69023.

ONLINE GENERAL TRANSCRIPTION TRAINING FORM

COURSE TAKEN: Medical Transcription Billing

NAME: Maddewad Nisha Nivzati

GENDER: Female

DATE OF BIRTH: 24-04-1997

MOBILE NUMBER: 8380820823

ALTERNATE NUMBER IF ANY: 9588670518

EMAIL: nishamaddewad936@gmail.com

ADDRESS: Tivani Nagar, Talegaon Road,
Ahmedpur.

CITY: Ahmedpur, Dist - Latur.

STATE: Maharashtra.

COUNTRY: India

QUALIFICATION: B. Pharmacy.

COMPUTER SKILLS: MS-CIT.



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Ph: +91 97631 69023.

INTERESTED IN PART OR FULL TIME:

DATE:

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OFFICE USE ONLY:

COURSE TAKEN:

FEEES PAID:

IF IN INSTALLMENTS:

1st INSTALLMENT:

2ND INSTALLMENT:

3RD INSTALLMENT:

FOOT PEDAL GIVEN:

DATE:

SIGN:



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Pune-Satara Road, Dhanakwadi
Pune-43
Ph: +91 97631 69023.

ONLINE GENERAL TRANSCRIPTION TRAINING FORM

COURSE TAKEN: Medical Transcription Billing

NAME: Magar Dnyaneshwari Deepakrao

GENDER: Female

DATE OF BIRTH: 18 / 05 / 1997

MOBILE NUMBER: 70 83 29 2 292

ALTERNATE NUMBER IF ANY: 90 114 114 37

EMAIL: dnyaneshwari magar477@gmail.com

ADDRESS: At: Sawangi magar

Tq: manwat dist: parbhani

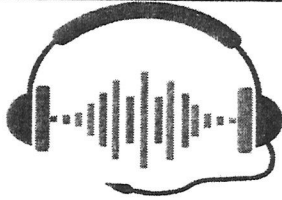
CITY: Parbhani

STATE: Maharashtra

COUNTRY: India

QUALIFICATION: B- Pharmacy

COMPUTER SKILLS: MS- CIT



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ACCEL MED TRANZ
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Ph: +91 97631 69023.

INTERESTED IN PART OR FULL TIME:

DATE:

SIGN:

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OFFICE USE ONLY:

COURSE TAKEN:

FEES PAID:

IF IN INSTALLMENTS:

1st INSTALLMENT:

2ND INSTALLMENT:

3RD INSTALLMENT:

FOOT PEDAL GIVEN:

DATE:

SIGN:

Daily Attendance Register

Accel Med Tranz

Medical Transcription Course

Student Name- Magar Dnyaneshwari Deepakrao

Date	IN Time	Student Sign	Out Time	Student Sign	Supervisor's Sign
9/2/19	3:00	<u>[Signature]</u>	4:00	<u>[Signature]</u>	<u>Gaikwad</u>
12/2/19	3:00	<u>[Signature]</u>	4:00	<u>[Signature]</u>	<u>Gaikwad</u>
13/2/19	3:30 4:30	<u>[Signature]</u>	4:30	<u>[Signature]</u>	<u>Gaikwad</u>
14/2/19	3:00	<u>[Signature]</u>	6:00	<u>[Signature]</u>	<u>Gaikwad</u>
15/2/19	5:00	<u>[Signature]</u>	7:00	<u>[Signature]</u>	<u>Gaikwad</u>
18/2/19	4:00	<u>[Signature]</u>	5:30	<u>[Signature]</u>	<u>Gaikwad</u>
20/2/19	6:00	<u>[Signature]</u>	7:30	<u>[Signature]</u>	<u>Gaikwad</u>
21/2/19	5:00	<u>[Signature]</u>	6:30	<u>[Signature]</u>	<u>Gaikwad</u>
22/2/19	10:00	<u>[Signature]</u>	12:30	<u>[Signature]</u>	<u>Gaikwad</u>
28/2/19	5:30	<u>[Signature]</u>	6:30	<u>[Signature]</u>	<u>Gaikwad</u>
1/3/19	5:00	<u>[Signature]</u>	8:00	<u>[Signature]</u>	<u>Gaikwad</u>
11/3/19	5:00	<u>[Signature]</u>	7:15	<u>[Signature]</u>	<u>Gaikwad</u>
13/3/19	5:15	<u>[Signature]</u>	7:15	<u>[Signature]</u>	<u>Gaikwad</u>
14/3/19	5:30	<u>[Signature]</u>	7:00	<u>[Signature]</u>	<u>Gaikwad</u>
15/3/19	9:00	<u>[Signature]</u>	10:00	<u>[Signature]</u>	<u>Gaikwad</u>
15/3/19	3:30	<u>[Signature]</u>	5:00	<u>[Signature]</u>	<u>Gaikwad</u>
16/3/19	3:00	<u>[Signature]</u>	6:30	<u>[Signature]</u>	<u>Gaikwad</u>
18/3/19	9:00	<u>[Signature]</u>	10:00	<u>[Signature]</u>	<u>Gaikwad</u>
18/3/19	3:00	<u>[Signature]</u>	6:00	<u>[Signature]</u>	<u>Gaikwad</u>
19/3/19	5:00	<u>[Signature]</u>	7:00	<u>[Signature]</u>	<u>Gaikwad</u>
21/3/19	4:00	<u>[Signature]</u>	7:00	<u>[Signature]</u>	<u>Gaikwad</u>

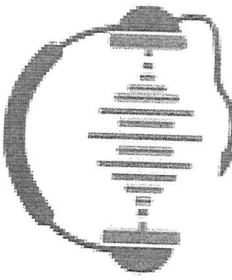
Daily Attendance Register

Accel Med Tranz

Medical Transcription Course

Student Name- Maddewad Nisha Nivedati

Date	IN Time	Student Sign	Out Time	Student Sign	Supervisor's Sign
9/2/19	3:00		6:00pm		<u>Gralkwad</u>
12/2/19	3:00		4:00		<u>Gralkwad</u>
13/2/19	3:00		4:00		<u>Gralkwad</u>
14/2/19	3:00		6:00		<u>Gralkwad</u>
15/2/19	5:00		7:00		<u>Gralkwad</u>
18/2/19	4:00		5:30		<u>Gralkwad</u>
20/2/19	6:00		7:30		<u>Gralkwad</u>
21/2/19	5:00		6:30		<u>Gralkwad</u>
22/2/19	10:00		11:30		<u>Gralkwad</u>
28/2/19	5:30		6:30		<u>Gralkwad</u>
1/3/19	5:30		8:00		<u>Gralkwad</u>
2/3/19	3:00		4:30		<u>Gralkwad</u>
5/3/19	5:00		6:30		<u>Gralkwad</u>
11/3/19	5:00		7:15		<u>Gralkwad</u>
13/3/19	5:15		7:15		<u>Gralkwad</u>
14/3/19	5:30		7:15		<u>Gralkwad</u>
15/3/19	1:00	<u>NAM</u>	10:00	<u>NAM</u>	<u>Gralkwad</u>
15/3/19	3:30	<u>NAM</u>	5:00	<u>NAM</u>	<u>Gralkwad</u>
16/3/19	3:00		6:30		<u>Gralkwad</u>
18/3/19	9:00	<u>NAM</u>	10:00	<u>NAM</u>	<u>Gralkwad</u>
18/3/19	3:00		6:00		<u>Gralkwad</u>



Accel Med Trans

CERTIFICATE NO: 25

CERTIFICATE OF COMPLETION

Awarded to *Mr/Ms. Nisha Nivvati Maddewad* for

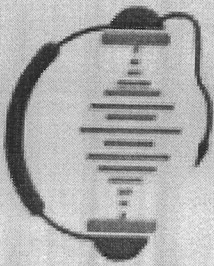
having completed the Medical Transcription Course

from February 2019 to August 2019 successfully.

Date: 05-11-2019

Mudumbe

Business Head



Accel Med Trans

CERTIFICATE NO: 22

CERTIFICATE OF COMPLETION

Awarded to Mr/Ms. Ram Gupta for

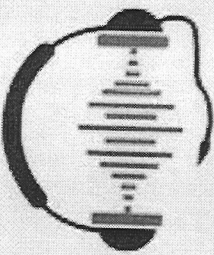
having completed the Medical Transcription Course

from February 2019 to August 2019 successfully.

Date: 05-11-2019

Judamba

Business Head



Accel Med Tranz

CERTIFICATE NO: 24

CERTIFICATE OF COMPLETION

Awarded to Mr./Ms. *Nasrathani Asun Tachan* for

having completed the Medical Transcription Course

from *February* 2019 to *August* 2019 *successfully.*

Date: 05-11-2019

W. D. G. M. B.

Business Head