Medical Terminology and Abbreviations for Healthcare Administrative Staff

22 – 26 February 2027
London - Central London four-star



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Introduction:

Medical terminology errors in administrative work are costly: a misread abbreviation delays an insurance request, a misspelt diagnosis sends a record to the wrong file, and a mistranslated term confuses a patient letter. This Core Concept course teaches non-clinical healthcare staff to decode medical terms from their roots, prefixes and suffixes, recognise body system vocabulary, read discharge summaries and laboratory and radiology reports, avoid error-prone abbreviations and match English terms to accurate Arabic equivalents. Participants build a Medical Terminology Reference Kit for daily use at their desk.

Course Objectives:

- Break down unfamiliar medical terms into word roots, combining forms, prefixes and suffixes and state their meaning correctly
- Use body system vocabulary for the cardiovascular, respiratory, digestive, musculoskeletal, nervous and other systems when registering, filing or querying patient documents
- Interpret diagnostic, procedure and pharmacology terms and standard clinical abbreviations found in referrals, requests and prescriptions
- Identify error-prone abbreviations, symbols and dose notations and replace them with the written-out form
- Extract diagnoses, procedures and follow-up instructions from discharge summaries and laboratory and radiology reports for records, coding and insurance files
- Match English medical terms with accurate Arabic equivalents using the Unified Medical Dictionary and apply them in bilingual administrative correspondence

Target Audience:

- Staff who register patients, book appointments and handle front-desk and clinic administration
- Staff who maintain medical records and prepare documentation for clinical coding
- Staff who process insurance requests, pre-approvals and medical claims for insurers, claims administrators or hospital insurance offices
- Staff who prepare medical reports, referral letters and correspondence as medical secretaries or administrative assistants
- Allied non-clinical staff in purchasing, quality, patient relations and finance who read clinical documents in their daily work

CONCEPT

Course Outline:

Day 1: How Medical Terms Are Built: Roots, Combining Forms and Affixes

- Greek and Latin Origins of Medical Vocabulary and Its Fixed Word-Building Pattern
- Word Root, Combining Vowel and Combining Form: Decoding Arthr/o and Gastr/o
- Prefixes of Position, Number, Speed and Colour: Ante-, Post-, Tachy- and Brady-
- Condition and Procedure Suffixes: -itis, -algia, -ectomy, -scopy and -plasty
- Plural Forms, Pronunciation Rules and a Baseline Terminology Decoding Quiz

Day 2: Body Systems Vocabulary and Word Part Maps

- Cardiovascular and Blood Terms: Cardi/o, Angi/o and Hem/o Word Families
- Respiratory and Ear, Nose and Throat Terms: Pneum/o, Bronch/o and Rhin/o
- Digestive and Liver Terms: Gastr/o, Enter/o, Hepat/o and Chol/e
- Musculoskeletal and Nervous System Terms: Oste/o, My/o, Neur/o and Encephal/o
- Urinary, Reproductive, Endocrine and Skin Terms: Nephr/o, Thyr/o and Derm/a

Day 3: Diagnostic, Procedure and Pharmacology Terms in Daily Documents

- Anatomical Position, Directional Terms, Body Planes and Regions in Clinical Notes
- Diagnostic Test Vocabulary: Blood Counts, Chemistry Panels and Imaging Modalities
- Operation Terms: -otomy Versus -ostomy, Endoscopic and Laparoscopic Approaches
- Pharmacology Vocabulary: Drug Classes, Routes of Administration and Dosage Forms
- Standard Frequency, Route and Unit Abbreviations Used in Prescriptions and Orders

Day 4: Error-Prone Abbreviations and Reading Clinical Documents

- Do-Not-Use Abbreviation Lists: U, IU, QD, QOD, Trailing and Missing Leading Zeros
- Sound-Alike and Look-Alike Terms: Ileum Versus Ilium and Hyper- Versus Hypo-
- Discharge Summary Anatomy: Presenting Complaint, History, Diagnoses and Follow-Up Plan
- Laboratory and Radiology Report Reading: Reference Ranges, Flags, Findings and Impression
- From Clinical Terms to Health Records and Coding: Principal Diagnosis and Documentation Queries Overview

Day 5: English-Arabic Equivalents, Document Cases and the Reference Kit

- Unified Medical Dictionary Search and Verification Method for English-Arabic Equivalents
- Case Study: Decoding a Discharge Summary for a Medical Records and Coding File
- Case Study: Checking an Insurance Pre-Approval Request for Term and Abbreviation Errors
- Case Study: Rendering a Referral Letter and Patient Notice Between English and Arabic
- Medical Terminology Reference Kit Assembly and Peer Decoding Challenge

Skills You Will Gain:

- Medical Word Analysis
- Body System Vocabulary
- Clinical Abbreviation Interpretation
- Medication Safety Notation
- Clinical Document Reading
- Diagnosis and Procedure Term Extraction
- English-Arabic Medical Term Matching
- Terminology Query Handling

Why Attend This Course:

- Leave with a Medical Terminology Reference Kit containing word part tables, body system term sheets, a safe abbreviation list and an English-Arabic glossary
- Handle referrals, reports, insurance requests and claims with fewer queries back to physicians and fewer rejected or delayed files
- Practise on realistic discharge summaries, laboratory and radiology reports and insurance requests instead of memorising word lists
- Compare terminology practice with registration, records, coding, insurance and secretarial colleagues from hospitals, clinics, insurers and claims administrators

Conclusion:

Medical terminology becomes manageable once staff can take a term apart and read it in context. The week moves from roots, combining forms, prefixes and suffixes, through body system vocabulary, to diagnostic, procedure and pharmacology terms and standard abbreviations. It then covers error-prone abbreviations, sound-alike terms and the reading of discharge summaries and laboratory and radiology reports, and closes with English-Arabic equivalents, document case studies and a Medical Terminology Reference Kit for each participant.