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COURSE BROCHURE

# Advanced Medical Terminology and Anatomy for Clinical Records Course

7 – 18 June 2027
Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

# Advanced Medical Terminology and Anatomy for Clinical Records Course

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Medical Terminology and Anatomy for Clinical Records is a 2-week training course for medical coders, health records officers and clinical administrators who must read, verify and code what clinicians write, and it produces a clinical record terminology audit pack for a chosen service. Coding accuracy now drives reimbursement, clinical audit and population health reporting, so a misread suffix or a vague site description carries real cost. This course is delivered by Jupiter Prime Training.

## Why Medical Terminology and Anatomy for Clinical Records Matters Now

Two forces shape this subject today. Electronic health records have moved free-text notes, discharge summaries and operation notes into structured fields that coders must interpret quickly. Payers and auditors increasingly test whether each assigned code is supported by documented anatomy, laterality and acuity. Organisations that read the record precisely protect income, audit standing and the quality of their disease registers; those that guess create denials, rework and misleading statistics. The course rests on the international disease and procedure classification families and on standard anatomical position and directional language.

## Who Gains Most from Medical Terminology and Anatomy for Clinical Records

- Clinical coders who translate diagnoses and interventions into classification codes for each inpatient and outpatient episode
- Health records officers who maintain the completeness and legibility of the patient chart
- Clinical documentation improvement specialists who query clinicians when notes are ambiguous
- Revenue cycle and claims staff who defend coded episodes against payer challenges
- Medical secretaries and ward administrators who transcribe, file and summarise clinical correspondence

A health information department gains most when coders, records officers and documentation specialists attend together and leave with one shared reading of the chart.

## Medical Terminology and Anatomy for Clinical Records Capabilities

Participants decode clinical words, place findings on the correct structure and turn physician notes into defensible coded data.

- Deconstruct prefixes, roots and suffixes of unfamiliar clinical words — coder decisions on the correct diagnosis
- Locate findings by body system, region, plane and laterality — accurate site and side coding
- Distinguish acute, chronic, primary and secondary conditions in notes — principal diagnosis selection
- Specify the approach, device and body part in operation notes — procedure code assignment
- Draft compliant clinician queries for vague or conflicting entries — documentation improvement teams
- Calculate error rates from a sample of coded episodes — heads of health information

## Key Medical Terminology and Anatomy for Clinical Records Terms

- Word root — the core of a medical word, usually naming an organ or tissue.
- Combining form — a word root joined to a linking vowel so a suffix or second root can follow.
- Anatomical position — the standard upright, forward-facing reference posture from which all directional and positional terms in a record are read.
- Laterality — the side of the body a finding or procedure concerns, left, right or bilateral.
- Principal diagnosis — the condition established after study to be chiefly responsible for the admission of the patient to hospital.
- Clinician query — a structured, non-leading question sent to the treating clinician to clarify incomplete, ambiguous or conflicting documentation.

## Medical Terminology and Anatomy for Clinical Records Day by Day

### Day 1: How Records Use Clinical Language

- Episode of Care Record Structure — Where Coders Find Reliable Evidence
- Free Text Versus Structured Fields — Interpreting Electronic Health Record Entries
- Documentation Quality and Income Links — Why Wording Affects Reimbursement
- Abbreviation and Eponym Risk Register — Approving Local Shorthand Lists
- Baseline Terminology Error Sample — Setting the Department Starting Point

### Day 2: Building Words from Roots

- Prefix, Root and Suffix Analysis — Decoding Unfamiliar Diagnoses Quickly
- Combining Forms and Linking Vowels — Spelling Terms Correctly in Records
- Diagnostic Versus Surgical Suffixes — Separating Conditions From Interventions
- Plural Forms of Greek and Latin Terms — Reading Pathology Reports Accurately
- Sound-Alike Term Pairs — Avoiding Ileum and Ilium Type Errors

### Day 3: Mapping the Body

- Anatomical Position and Planes — Reading Imaging and Operation Notes
- Directional and Regional Terms — Assigning Site and Laterality
- Body Cavities and Abdominal Quadrants — Localising Pain and Masses
- Cells, Tissues and Membranes — Classifying Neoplasm Behaviour Terms
- Integumentary System Language — Coding Wounds, Burns and Skin Lesions

## Day 4: Musculoskeletal and Nervous Systems

- Skeletal Landmarks and Joint Types — Specifying Fracture Site and Type
- Fracture Description Vocabulary — Open, Closed, Displaced and Pathological
- Muscles, Tendons and Ligaments — Separating Strain From Sprain
- Central and Peripheral Nervous Structures — Coding Stroke and Neuropathy
- Sensory Organ Terms for Eye and Ear — Linking Findings to Specialty Notes

## Day 5: Cardiovascular, Respiratory and Blood

- Heart Chambers, Valves and Conduction — Reading Cardiology Reports
- Vessel and Circulation Terms — Distinguishing Embolism, Thrombosis and Infarction
- Upper and Lower Airway Anatomy — Coding Respiratory Failure and Infection
- Blood, Lymph and Immune Terms — Interpreting Haematology Results Language
- Acuity Wording Such as Acute on Chronic — Choosing Code Specificity

## Day 6: Digestive, Urinary and Reproductive Systems

- Alimentary Tract Segments — Locating Bleeding, Obstruction and Perforation
- Liver, Pancreas and Biliary Terms — Reading Endoscopy and Imaging Reports
- Kidney and Urinary Tract Vocabulary — Staging Renal Impairment in Notes
- Obstetric Terms for Pregnancy and Delivery — Sequencing Maternity Episodes
- Endocrine Glands and Hormone Terms — Coding Diabetes With Complications

## Day 7: Diagnosis Language and Classification

- Signs, Symptoms and Confirmed Conditions — Deciding What May Be Coded
- Principal and Secondary Diagnosis Rules — Sequencing the Coded Episode
- Neoplasm Terminology and Morphology — Primary, Secondary and Uncertain Behaviour
- Causes, Complications and Comorbidities — Capturing Severity Accurately
- Disease Classification Index and Tabular Use — Verifying Every Selected Code

## Day 8: Procedure and Operation Note Language

- Surgical Approach Terms Open, Laparoscopic and Endoscopic — Selecting Procedure Codes
- Excision, Resection, Repair and Replacement — Matching Verbs to Intent
- Device, Implant and Graft Descriptions — Recording What Remains in the Body
- Diagnostic Imaging and Interventional Terms — Coding Radiology Procedures
- Anaesthesia and Theatre Record Fields — Reconciling Operation Note Details

## Day 9: Documentation Gaps and Clinician Queries

- Ambiguous and Conflicting Entry Patterns — Recognising When to Query
- Non-Leading Query Templates — Protecting Clinical Judgement and Audit Trails
- Coding Audit Sampling Methods — Measuring Error Rates by Specialty
- Denial and Rework Root Causes — Prioritising Terminology Training Needs
- Confidentiality in Records Handling — Limiting Access During Coding Review

## Day 10: Practising the Clinical Record Terminology Audit Pack

- Case Record Decoding Exercise — Applying Word Building to Real Notes
- Body System Site and Laterality Check — Testing Anatomy Skills on Episodes
- Diagnosis and Procedure Sequencing Drill — Defending Coded Choices to Auditors
- Query Drafting Practice on Sample Charts — Closing Documentation Gaps
- Clinical Record Terminology Audit Pack — Final Findings and Corrective Actions

## Applying Medical Terminology and Anatomy for Clinical Records After the Course

- Run a 30-episode coding audit in one specialty using the word-building and laterality checks, and report the error rate to the head of health information.
- Agree a short list of approved abbreviations with one clinical department and add non-leading query templates for the entries most often found vague.

## Medical Terminology and Anatomy for Clinical Records Questions FAQ

### What is medical terminology and anatomy for clinical records and why does it matter now?

It is the skill of reading clinical words and body structures precisely enough to code them correctly. It matters now because electronic records, payer audits and disease registers all depend on coded data that reflects exactly what clinicians documented.

### Which roles gain most from medical terminology and anatomy for clinical records training?

Clinical coders, health records officers and documentation improvement specialists gain most. Claims staff and ward administrators also benefit, because they handle the same notes.

### How does medical terminology and anatomy for clinical records differ from a basic terminology course?

It goes beyond memorising word lists. You apply word building and body system anatomy directly to diagnosis sequencing, procedure coding and clinician queries, using real case records.

### What do you bring back from medical terminology and anatomy for clinical records training?

You bring back a terminology audit pack for a chosen service, with a decoded case sample, error rates, query templates and corrective actions.

## Medical Terminology and Anatomy for Clinical Records: The Way Forward

The clinical record terminology audit pack first informs which specialty receives targeted coding support and clinician query templates. Heads of health information, coding leads and documentation improvement specialists use it. After its first use, revisit how local abbreviations and eponyms evolve, because new services and clinicians constantly reshape the language that coders must read.