

Time	Activity
09:30 – 09:40 AM	Welcome, Introductions, and Course Objectives
09:40 – 10:00 AM	Session 1: Basics of Medical Terminology – Prefixes, Roots, and Suffixes
10:00 – 10:20 AM	Session 2: Common Terms in Scheduling, Referrals, and Reports
10:20 – 10:40 AM	Activity: Match the Medical Term to Its Meaning
10:40 – 10:50 AM	Break
10:50 – 11:10 AM	Session 3: Frequently Used Abbreviations and Documentation Language
11:10 – 11:25 AM	Real-Life Practice: Reviewing and Interpreting Sample Forms and Memos
11:25 – 11:30 AM	Summary, Q&A, and Feedback