



AMSPAR Health Academy

Medical Terminology

Foundation | Level 2 Award | Level 3 Certificate

Three qualifications | One progressive pathway

Online Learning | AMSPAR Accredited | Examinations February, June & November

The language of medicine — for everyone working in a healthcare environment

3

Qualifications

100%

Online

3

Exam Sitzings/Year

L2 & L3

Accredited

About AMSPAR Medical Terminology

AMSPAR Medical Terminology qualifications are designed to give healthcare administrative and support staff the language skills they need to work confidently in clinical environments. Medical terminology is the foundation of professional communication across every healthcare setting — from GP reception desks and medical secretarial roles to NHS Trust administration and clinical support functions.

Understanding medical language means you can read and interpret clinical correspondence accurately, communicate with healthcare professionals with confidence, and carry out your administrative role without the uncertainty that comes from encountering unfamiliar terms. Whether you are new to healthcare or an experienced practitioner seeking formal recognition of your terminology knowledge, there is a Medical Terminology qualification designed for you.

All three qualifications are delivered online through the AMSPAR Health Academy and are awarded by AMSPAR — the Association of Medical Secretaries, Practice Administrators and Receptionists, the UK's specialist awarding organisation for healthcare administration. The Level 2 Award and Level 3 Certificate are fully accredited qualifications assessed by formal online examination.

What Medical Terminology Covers

Word Structure	Body Systems & Clinical Practice	Professional Communication
How medical words are constructed from their component parts: • Prefixes — word beginnings • Roots — the core meaning • Suffixes — word endings	Terminology applied across clinical practice: • Body systems and structures • Diseases, conditions, and procedures • Diagnostics and pharmacology	Using terminology in professional practice: • Clinical abbreviations and acronyms • Prescription and pharmaceutical abbreviations • Professional titles and qualifications

Qualifications at a Glance

Foundation 6419-21	Level 2 Award 6419-23	Level 3 Certificate 6419-31
Course 6419-21 Fee: £75.00 A short, accessible introduction to medical terminology — ideal for complete beginners or those exploring healthcare administration before committing to a full qualification. <i>Self-paced No formal examination No prior knowledge needed</i>	Course 6419-23 Fee: £375.00 A comprehensive grounding in medical terminology across all major body systems, diseases, procedures, and clinical abbreviations. Assessed by formal AMSPAR online examination. <i>Level 2 Accredited examination 3 sittings per year</i>	Course 6419-31 Fee: £475.00 The highest level of medical terminology qualification, covering all Level 2 content in greater depth plus diagnostics, pharmacology, specialities, eponyms, and professional titles. Assessed by formal AMSPAR online examination. <i>Level 3 Accredited examination 3 sittings per year</i>

Who Are These Courses For?

The three Medical Terminology qualifications are designed to support individuals at every stage of their healthcare career:

- Complete beginners with no healthcare background who want to understand medical language before entering a healthcare role.
- Medical receptionists and GP practice administrators who encounter medical correspondence and clinical terms in their daily work.
- Medical secretaries and NHS administrative staff who need a formal, recognised qualification in medical terminology.
- Healthcare support workers and clinical assistants seeking a structured foundation in the language of medicine.
- Experienced administrators moving into specialist, senior, or clinical support roles who need deeper terminology knowledge.
- International healthcare professionals and administrators wishing to develop their understanding of UK medical terminology and clinical language.

No clinical training, clinical experience, or prior medical knowledge is required for any of the three qualifications. The Foundation course is specifically designed for those with zero background in medical terminology.

Entry Requirements

Basic Introduction	Level 2 Award	Level 3 Certificate
No formal entry requirements. Basic computer literacy and internet access. No prior medical knowledge required.	No formal entry requirements. Basic computer literacy and internet access. Written English broadly equivalent to GCSE level.	Completion of Level 2 Award in Medical Terminology or equivalent knowledge. Computer and reliable internet access. Written English broadly equivalent to A-Level standard.

Course Structure & Learning Content

Foundation Medical Terminology (6419-21)

The Foundation course is a short, self-paced course designed for complete beginners. It provides a gentle first encounter with medical language — building confidence and curiosity without the pressure of an examination. It is ideal as a standalone foundation course and also serves as an effective introduction to the full Level 2 and Level 3 programmes.

The Student Will Learn	The Qualification Covers
• An overview of the structure and meaning of medical terms • An overview of the meaning of medical terms related to body systems • An introduction to our accredited Level 2 and Level 3 course materials	• An introduction to the structure of medical terms • An introduction to prescribed prefixes, roots and suffixes • An introduction to terminology of prescribed body structures and systems • An introduction to our accredited Level 2 and Level 3 courses

Level 2 Award in Medical Terminology (6419-23)

The Level 2 Award is a comprehensive accredited qualification that builds a solid working vocabulary in medical terminology across all major body systems and clinical specialities. It is designed for those entering or already working in healthcare administrative and reception roles. The qualification is assessed by a formal online AMSPAR examination, held three times per year in February, June, and November.

The Student Will Learn	The Qualification Covers
• The structure and meaning of medical terms • The meaning of medical terms related to body systems • The meaning of medical terms for different medical specialities	• Structure of medical terms • Prescribed prefixes, roots and suffixes • Terminology of prescribed body structures and systems

- The meaning of abbreviations concerning drugs and prescriptions
- Correct spelling of medical terminology

- Diseases, conditions, clinical procedures and investigations
- Pathology and x-ray investigations and procedures
- Pharmaceutical abbreviations
- Medical specialities

Level 3 Certificate in Medical Terminology (6419-31)

The Level 3 Certificate is the highest level of medical terminology qualification available and carries no higher-level equivalent. It covers all Level 2 content in considerably greater depth, and extends into pharmacology, specialist clinical areas, eponyms and acronyms, and professional titles and qualifications. It is the qualification of choice for medical secretaries and experienced administrators in specialist or senior roles. Assessed by formal online AMSPAR examination, held three times per year.

The Student Will Learn	The Qualification Covers
• To demonstrate the correct use of medical prefixes, roots and suffixes • To give the meanings of medical terms and abbreviations in common use, including body structures and systems • To apply correct medical terms and abbreviations • To demonstrate the correct use of abbreviations used in prescriptions • To demonstrate the correct interpretation of titles, professional qualifications and professional bodies applicable to medicine	• Origins of structure and medical terms • Prefixes, roots and suffixes — composition of medical words • Terminology of body structures, systems, diseases and conditions • Surgical and medical procedures and investigations • Terminology of pathology and x-ray investigations and procedures • Classification of drugs and prescription abbreviations • Eponyms, acronyms and abbreviations in common use • Titles, professional qualifications and professional bodies relevant to medicine and their abbreviations

Delivery and Learning Experience

Online & Flexible All course materials are accessible 24/7 via the AMSPAR Health Academy. Study at your own pace with no fixed classroom attendance required.	Dedicated Learning Resources Each student is provided with course materials and extensive learning aids	Formally Examined The Basic Introduction uses an informal assessment. Level 2 and Level 3 are assessed by formal AMSPAR online examination held in February, June, and November.
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Learning Outcomes

On successful completion of the Level 3 Certificate in Medical Terminology, learners will be able to:

#	Learning Outcome
1	Read and interpret medical terms encountered in clinical correspondence, patient records, and referral letters.
2	Understand the structure of medical language including prefixes, roots, and suffixes, and apply this knowledge to unfamiliar terms.
3	Identify and use correct medical terminology across all major body systems, diseases, conditions, and clinical procedures.
4	Correctly interpret and apply medical abbreviations used in clinical practice and pharmaceutical prescribing.
5	Communicate professionally and accurately using appropriate medical language in correspondence and administrative settings.

Assessment & Examinations

Foundation	Level 2 Award	Level 3 Certificate
Knowledge-check assessments throughout the course.	Formal online AMSPAR examination.	Formal online AMSPAR examination.
Completion certificate issued on successful completion of all course materials.	Held three times per year: February, June, and November.	Held three times per year: February, June, and November.
No formal examination required.	Students register for their preferred sitting on enrolment.	Students register for their preferred sitting on enrolment.
	Results and certificate issued by AMSPAR following each sitting.	Results and certificate issued by AMSPAR following each sitting.

Examination sittings are held online in the following months each year:

Examination Month	Available For
February	Online examination sitting — Level 2 Award and Level 3 Certificate
June	Online examination sitting — Level 2 Award and Level 3 Certificate
November	Online examination sitting — Level 2 Award and Level 3 Certificate

Course Fees & Enrolment

Basic Introduction 6419-21	Level 2 Award 6419-23	Level 3 Certificate 6419-31
£75.00 Full course fee <i>Self-paced No time limit</i>	£375.00 Full course fee <i>Examination fee included</i>	£475.00 Full course fee <i>Examination fee included</i>

Examination fees for the Level 2 and Level 3 accredited qualifications are included within the course fee. Group and organisational enrolments are available for GP practices, NHS Trusts, and other healthcare organisations.

How to Enrol

Step 1	Visit healthacademy.org.uk and select your chosen Medical Terminology qualification from the course catalogue.
Step 2	Complete the online registration form with your personal and contact details.
Step 3	Pay your course fee online.
Step 4	Receive your login credentials and course access details by email prior to the course commencing
Step 5	Log in to the Health Academy platform and access your course materials and tutor support.
Step 6	Complete all required modules. Level 2 and Level 3 students register for their chosen examination sitting.

Contact & Further Information

Get In Touch Website: healthacademy.org.uk Email: education@healthacademy.org.uk	Organisational Enquiries Group and organisational enrolments are welcome for GP practices, NHS Trusts, ICBs, community healthcare providers, and independent healthcare organisations. Contact us to discuss bespoke training and volume pricing.
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Course information is correct at the time of publication. AMSPAR reserves the right to make changes to course administration, delivery, fees, and examination arrangements. Please visit healthacademy.org.uk for the most up-to-date information