

# Medical Transcription

17-106-9 Technical Certificate

## Overview

The Medical Transcription certificate is designed to prepare you for a career in the growing field of medical transcription. You will not only learn how to produce accurate documents using machine transcription, but you will also learn medical terminology and the basics of anatomy and physiology to make you more marketable and efficient.

Offered at:



**Ashland  
New Richmond  
Rice Lake  
Superior**

## Special Feature

Prior work experience and/or education may be used for advanced standing credit.

## Student Profile

As a Medical Transcription student, you should:

- Possess excellent spelling, grammar, and English skills
- Have an interest in accurate, detailed work
- Enjoy keyboarding

## Preparation for Admission

The following experiences will help you prepare for this certificate:

- Keyboarding
- Computer Applications
- English/Grammar

## Outcomes

Employers will expect you, after completion of this certificate, to be able to:

- Use medical transcription equipment.
- Understand and apply medical terminology.
- Be accurate.
- Produce quality, error-free documents.
- Maintain confidentiality.

## Career Outlook

After graduating from this certificate, you will be ready for your career as a:

- Medical Transcriptionist
- Medical Receptionist
- Hospital Admitting Clerk

## Curriculum

Number	Course Title	Credits
10103103A	MS Word A	1
10103103B	MS Word B <sup>▲</sup>	1
10106130	Medical Terminology 1	3
10106135	Medical Document Production <sup>▲</sup>	3
10106148	Medical Transcription 1 <sup>▲</sup>	3
10106149	Medical Transcription 2 <sup>▲</sup>	3
10510135	Anatomy, Physiology, and Disease Concepts	<u>2</u>
CERTIFICATE REQUIREMENTS		<b>16</b>

<sup>▲</sup> This course requires a prerequisite and/or corequisite.

To graduate, you must complete the required courses with a "B" grade point average or better and type 60 net wpm of straight copy for five minutes. You must also complete an English skills test with at least a "B" grade point.

## Course Descriptions

### 10103103A

#### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103103B

#### MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103103A MS Word A.

### 10106130

#### Medical Terminology 1 - Credits: 3

This course presents the principles of medical word construction through identification of root words, prefixes, suffixes, combining forms, and methods of building medical terms. Emphasis is placed on correct medical word spelling, pronunciation, and definition, while introducing terminology specific to various body systems. The course is arranged by body system so that the student will recognize organs and anatomical terms as they relate to each system.

### 10106135

#### Medical Document Production - Credits: 3

This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents on microcomputers. Emphasis is placed on speed building and accuracy improvement. PREREQUISITE: 10106130 Medical Terminology 1.

### 10106148

#### Medical Transcription 1 - Credits: 3

Students are introduced to clinic and hospital transcription covering most medical specialties. Correct spelling, grammar, punctuation, and formatting of medical reports are emphasized through review and practice, using transcribing equipment. Microcomputers are used. COREQUISITE: 10106135 Medical Document Production.

### 10106149

#### Medical Transcription 2 - Credits: 3

This course introduces the student to more difficult hospital-based transcription covering many medical specialties including radiology, oncology, cardiology, hematology, infectious diseases, general surgery, plastic surgery, dentistry, oral surgery, neurology/neurosurgery, psychiatry, urology/nephrology, obstetrics/gynecology, pediatrics, neonatology, otorhinolaryngology, ophthalmology, respiratory/pulmonary medicine, gastroenterology, and pathology. PREREQUISITE: 10106148 Medical Transcription 1.

### 10510135

#### Anatomy, Physiology, and Disease Concepts - Credits: 2

This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique educational needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.