

Medical Transcription

17-106-9 Technical Certificate

Offered at:



Ashland
New Richmond
Rice Lake
Superior

Overview

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

Special Feature

Prior work experience and/or education may be used as credit for prior learning.

Student Profile

Medical Transcription students should:

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

Preparation for Admission

Students should strive to reach a comfort level in the following courses or skills:

- Keyboarding
- Computer Applications
- English/Grammar

Outcomes

Employers will expect graduates 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

Graduates of this certificate will be ready for their careers as:

- Medical Transcriptionists
- Medical Receptionists
- Hospital Admitting Clerks

Related Program

- Medical Administrative Specialist

Curriculum

Number	Course Title	Credits
10103146	MS Word A	1
10103147	MS Word B [▲]	1
10106130	Medical Terminology 1	3
10106135	Medical Document Production [▲]	3
10106148	Medical Transcription 1 [▲]	3
10106149	Medical Transcription 2 [▲]	3
10510135	Anatomy, Physiology, and Disease Concepts	<u>2</u>
CERTIFICATE REQUIREMENTS		16

[▲] This course requires a prerequisite and/or corequisite.

Students must earn a grade point of 3.0 or better in all required courses and 60 net wpm of straight copy must be keyed for five minutes. Students must complete an English skills test with at least a grade of "B" (3.0).

Course Descriptions

10103146

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.

10103147

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: 10103146 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.