

## Medical Transcriptionist

**Objective:** This course in medical terminology, anatomy and physiology, word processing, medical insurance billing, and transcription prepares graduates for entry-level front office positions in medical facilities or as entry-level medical transcriptionists. Medical cases used in transcription include history and physicals, radiology, surgery, pathology, discharge summaries, and autopsies. Entry-level employment in a clerical or transcription position is in keeping with the mission of the College.

**Prerequisite:** Net keyboarding speed of 40 WPM on a 5-minute timing.

**Expected Educational Outcomes:** Upon completing the Medical Transcriptionist program, students will have demonstrated:

1. The skills necessary to properly create a variety of medical reports from a dictation tape.
2. Extensive computer knowledge.
3. Transcribing, proofreading accurately and efficiently.
4. Expanded focus regarding current medical issues including law, ethics, and insurances.
5. Expanded focus of health insurance and coding.

**Diploma** awarded upon successful completion of all graduation requirements.

## Medical Transcriptionist

### Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
BM195A	10-Key Keypad	25	1.0		MD261A	Advanced Medical Transcription I	25	1.0	
CM050A	Introduction to the Internet	25	1.0		MD261B	Advanced Medical Transcription II	25	1.0	
CM100	Computer Literacy	25	2.5		MD261C	Advanced Medical Transcription III	25	1.0	
CM127A	Beginning Keyboarding	25	1.0		MD261D	Advanced Medical Transcription IV	25	1.0	
CM127B	Introduction to Microsoft Word I	25	1.0		MD261E	Advanced Medical Transcription V	25	1.0	
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0		MD261F	Advanced Medical Transcription VI	25	1.0	
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0		MD301A	Medical Insurance Coding I	25	2.5	
EN100A	Business English IA - Grammar	25	2.5		MD301B	Medical Insurance Coding II	25	2.5	
EN100B	Business English IB - Grammar	25	2.5		MD301C	Medical Insurance Coding III	25	2.5	
EN200A	Business English IIA - Punctuation	25	2.5		MD302A	MediSoft I	25	1.0	
EN200B	Business English IIB - Punctuation	25	2.5		MD302B	MediSoft II	25	1.0	
EN300A	Business Correspondence I	25	1.0		MD305	Medical Insurance Plans	25	2.5	
GB101	Career Transitions	25	2.5			Total:	1000	67.0	
GB300	Security Practices	25	2.5			Total Weeks/Quarters:	40/4		
MD150	Anatomy and Physiology I	25	2.5						
MD151	Anatomy and Physiology II	25	2.5						
MD152	Anatomy and Physiology III	25	2.5						
MD160A	Beginning Medical Transcription I	25	1.0						
MD160B	Beginning Medical Transcription II	25	1.0						
MD160C	Beginning Medical Transcription III	25	1.0						
MD161A	Medical Terminology I	25	2.5						
MD161B	Medical Terminology II	25	2.5						
MD250	Medical Office Procedures I	25	2.5						
MD251	Medical Office Procedures II	25	2.5						
MD260A	Intermediate Medical Transcription I	25	1.0						
MD260B	Intermediate Medical Transcription II	25	1.0						
MD260C	Intermediate Medical Transcription III	25	1.0						
MD260D	Intermediate Medical Transcription IV	25	1.0						

**Keyboarding Speed Requirement: 50 NWPM**