



# Medical Transcription

Program No: 31-106-7

Technical Diploma

Degree Completion Time: Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2011-2012

Catalog No.	Class Title	Credit(s)	
<b>Term 1</b>			
10106112	Drug Terminology for Transcription	1.00	<p><b>About the Career</b></p> <p>Physicians and other healthcare professionals regularly dictate notes about patients' medical care. A medical transcriptionist listens to the dictation and transcribes it quickly and accurately into a report so it is ready to print for future reference. A career as a medical transcriptionist is an excellent choice if you are detail-oriented, disciplined, and organized.</p> <p><b>Careers</b></p> <p>Medical transcriptionists are employed at:</p> <ul style="list-style-type: none"> <li>• Clinics</li> <li>• Home Healthcare Agencies</li> <li>• Hospitals</li> <li>• Insurance Companies</li> <li>• Medical Product Manufacturers</li> <li>• Medical Publishers</li> <li>• Medical Schools</li> <li>• Rehabilitation Facilities</li> <li>• Transcription Companies</li> <li>• Home-Based Offices</li> </ul> <p><b>Admissions Steps</b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Application Fee</li> <li>• Entrance Assessment Scores</li> <li>• Transcripts</li> <li>• Background Check</li> <li>• Program Advising Session</li> <li>• Keyboarding—25 words per minute by touch. Can be satisfied by grade of "B" in 10106100, Keyboarding, or by advanced placement testing--cannot be used as elective credit</li> <li>• Functional Abilities Statement of Understanding Form</li> </ul> <p><b>Program Outcomes</b></p> <p>You'll learn to:</p> <ul style="list-style-type: none"> <li>• Demonstrate the various formats required for transcribing history and physical, radiology, discharge summary, operative reports, and clinical chart notes and laboratory test measurements.</li> <li>• Use medical reference books efficiently.</li> <li>• Proofread documents and appropriately edit according to AHDI style guidelines</li> <li>• Define abbreviations that physicians and other health care professionals use in their dictation and abbreviations used in prescriptions.</li> <li>• Recognize medication and natural treatment of diseases.</li> <li>• Demonstrate the use of singular, plural, and adjective forms of medical words.</li> </ul>
10106131	Document Formatting	2.00	
10106132	Keyboard-Speedbuilding 1	1.00	
10106151	Medical Transcription 1	5.00	
10106164	Information Technology Essentials	3.00	
10806103	Body Structure and Function	3.00	
10801195	Written Communication	3.00	
	<b>Total</b>	<b>18.00</b>	
<b>Term 2</b>			
10106179	Professional and Career Development	3.00	
10106134	Keyboard-Speedbuilding 2	1.00	
10106145	Medical Administrative Procedures	2.00	
10106152	Medical Transcription 2	5.00	
10106166	Microcomputer Business Applications 1	2.00	
10105121	Internship - Medical Transcription	1.00	
10530112	Disease Process and Treatment	4.00	
	<b>Total</b>	<b>18.00</b>	
	<b>Program Total</b>	<b>36.00</b>	

- Demonstrate an understanding of the medicolegal aspects of health information practices, including HIPAA regulations; confidentiality; release of information; informed consent; malpractice; and hospital, physician, and employee liability.
- Perform front office activities such as scheduling appointments, processing incoming and outgoing mail, ordering supplies and maintaining inventories, handling all banking procedures, filing procedures, correspondence, telephone calls, and billing and collection with expertise in customer service.
- Create and integrate word processing documents using Microsoft Word and PowerPoint.
- Increase speed and accuracy on the keyboard.
- Develop a professional attitude with the ability to work effectively as a team player in a diverse work group.
- Apply organizational skills to the management of projects, daily schedules, work priorities, multiple tasks, and unexpected interruptions.
- Demonstrate time management and stress management.
- Maintain files, observing absolute confidentiality.

- Approximate Costs**
- \$120 per credit (resident)
  - \$173 per credit (out-of-state resident)
  - Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

**Functional Abilities**

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

**Entrance Assessment Scores**

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 86	English - 18

**Note:** Catalog numbers assigned to "elective" classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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**ALERT: Beginning with Summer 2011, many General Education course prerequisites have changed. Check the LTC website at [gotoltc.edu](http://gotoltc.edu) and click on "Find a Class" for updated prerequisite information.**

**10105121 Internship--Medical Transcription**

...requires students to complete 72 hours (1 credit) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.

**COREQUISITE:** 10106152 Medical Transcription II and 10106145 Medical Administrative Procedures

**10106112 Drug Terminology for Transcription**

...provides the student with the principles of pharmacology and a comprehensive study of drug action and routes of administration and is designed to give the student confidence and skill in using drug references, identifying classes of drugs by body systems, and choosing the correct drug by relating it to the condition with emphasis on spelling.

**10106131 Document Formatting**

...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

**PREREQUISITE:** 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

**10106132 Keyboard-Speedbuilding 1**

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

**10106134 Keyboard-Speedbuilding 2**

...enhances the learner's ability to improve keyboarding speed and accuracy. Through diagnostic testing, goals are determined for practice relevant to the needs of each student.

**PREREQUISITE:** 10106131 Document Formatting and 10106132 Keyboard-Speedbuilding I

**10106145 Medical Administrative Procedures**

...provides the learner with skills in receptionist techniques, appointment scheduling, filing, medical record management, credit and collections, medical ethics and legalities, confidentiality and release of information. It prepares the learner to develop a professional portfolio, complete application materials, and successfully interview for a position. Laboratory work focuses on electronic applications using medical office applications software.

**PREREQUISITE:** 10106131 Document Formatting and 10106151 Medical Transcription I

**10106151 Medical Transcription 1**

...A beginning course in medical transcription. The student will gain insight into unique typing applications for medical documents, confidence in choosing the correct term to give intended meaning, and a comprehension of what and how physicians dictate. Format, accuracy, proofreading, and terminology are emphasized.

**COREQUISITES:** 10106131 Document Formatting, 10806103 Body Structure and Function, 10106112 Drug Terminology for Transcription and **CONDITION:** 101064 Medical Administrative Specialist or 311067 Medical Transcriptionist requirements met

**10106152 Medical Transcription 2**

...An intermediate/advanced course in medical transcription that is designed to give the student additional confidence and skill in medical transcription through additional transcription practice. Transcription will include dictation from physicians who have foreign accents. Emphasis will be on increased productivity as well as accuracy, proofreading, and terminology.

**PREREQUISITE:** 10106151 Medical Transcription 1

**10106164 Information Technology Essentials**

...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

**10106166 Microcomputer Business Applications 1**

...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros. The learner will also be taught how to design and present effective PowerPoint presentations.

**PREREQUISITE:** 10106131 Document Formatting

**10106179 Professional and Career Development**

...prepares the learner to identify the importance of positive attitudes and describes the need for personality development in preparation for successful employment; explains strategies for developing good relationships with coworkers, supervisors, and customers; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; and provides assessment, career exploration, and development of a job search plan including a career portfolio.

**10530112 Disease Process and Treatment**

...prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

**COREQUISITES:** 10501101 Medical Terminology and 10806195 General Anatomy and Physiology or 10806103 Body Structure and Function

**10801195 Written Communication**

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

**PREREQUISITE:** 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 or Equivalent

**10806103 Body Structure and Function**

...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.