

Health Science Division Professional Medical Transcription

Professional Medical Transcription (34 SSCH)

Summer Semester (7 ssch)
ALH 1203 Medical Terminology
BIOL 1114 General Biology*

Fall Semester (12 ssch)
ALH 1303 Prof Med Transcription
BIOL 1224 Basic Human A&P+
HIT 2004 Fund of Med Science
OFAD 1081 Med Office Procedures

Spring Semester (12 ssch)
ALH 1603 Adv Med Transcription
HIT 1113 Health Data Content
OFAD 1133 Business English
OFAD 1063 Word Processing I
Or
CIS 1013 Information Systems I

Summer Session (3 ssch)
ALH 2103 Applied Med Transcription

Total Hours: 34

*Applies to both programs: Students may take either BIOL 1114 General Biology AND BIOL 1224 Basic Human A&P OR BIOL 2224 A&P I AND BIOL 2234 A&P II (note pre/co-requisites).

Program Admission Procedures

Complete Health Science Division application, complete college placement testing, forward copies of any transfer college transcripts. Meet with Program Director prior to enrolling in classes.

Students must be able to type a minimum of 45 wpm.

Health Science Division Professional Medical Transcription

Job Description

Medical Transcriptionists transcribe reports from clinical dictation that communicate patient health information.

Training

Technical Certificate-Professional Medical Transcription
Part-time scheduling options available

Skills and Personality Traits

Computer skills, keyboarding skills, excellent spelling and grammar skills, proofreading skills, ability to sit for prolonged periods of time, with good hand-eye-ear-foot coordination.

Employment Opportunities

There are excellent "work at home" opportunities available for experienced Medical Transcriptionists. In general, graduates work for: Hospitals, Physicians Offices and Transcription Service Companies.

Licensure or Certification Requirements

The American Association for Medical Transcription offers an experienced-based national certification examination (CMT).

Contact Information



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Health Science Division
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