

MEDICAL TRANSCRIPTION



PROGRAM OUTCOMES

Employers will expect you, as a Medical Transcription graduate, to be able to:

- Use appropriate medical terminology and reference manuals
- Transcribe and format medical documents accurately using state-of-the-art technology
- Edit and proofread medical documents using critical thinking techniques
- Communicate clearly, concisely and effectively
- Practice effective listening skills
- Demonstrate ability to take initiative, work independently and follow oral-written instructions
- Display the following professional traits: punctuality, dependability, accuracy, responsibility, flexibility, adaptability, critical thinking, problem solving, sound judgment and confidentiality
- Work effectively as a team member in a medical environment

CAREER OPTIONS

Medical Records Clerk
Medical Secretary
Medical Transcriptionist
Transcriptionist Clerk

Program Code 31-106-7

Expected Program Costs: \$5,300

Median Annual Salary: \$27,000

OVERVIEW

Medical Transcription prepares students to transcribe dictated medical reports: office chart notes, physical examinations, letters, admission notes, emergency department notes, operative reports, laboratory notes and discharge summaries.

Medical transcriptionists transcribe reports from a variety of medical specialties and work in hospitals, clinics and doctors' offices. Emphasis is on transcription, word processing and medical terminology. Other areas of concentration include English grammar skills, spelling, keyboarding skills, accuracy and professional and ethical conduct. The program may be completed in one year of full-time study.

Graduates of the Medical Transcription program are eligible to sit for the Registered Medical Transcription certification.

The Medical Transcription program is offered at the Marshfield campus.

POTENTIAL FOR ADVANCEMENT

Insurance Group Leader
Medical Records Technician
Transcription Group Leader
Transcription Supervisor

Potential advancement generally requires further education.

ADMISSIONS PROCEDURES

To apply to the Medical Transcription program, please submit the following documents to the MSTC Admissions Office:

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee.
2. Complete the Accuplacer or ACT test. Minimum scores required:
 - Reading-Accuplacer score of 55
 - Sentence Skills-Accuplacer score of 60
 - Math-Accuplacer score of 34
 - ACT equivalents for above scores are acceptable.If a student does not meet the required test scores, they may retest or complete an identified structured course(s) in the Academic Support Center.
3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.

PROGRAM COURSE DESCRIPTION

10102120 // 3 credits

Customer Service Management

The learner applies the skills and tools necessary to manage and measure the customer service function. Learners will practice quality customer service, develop customer service plans, train and develop staff in quality customer service, measure the effectiveness of customer service and lead continuous improvement of customer service.

10103106 // 3 credits

Microsoft Office-Introduction

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer and Internet usage through demonstrations and lab exercises. Students should possess basic keyboarding, mouse and Windows XP skills. Students may develop these skills in Academic Support Center computer training prior to enrolling or while concurrently enrolled in the Microsoft Office-Introduction course.

**Mid-State Technical College
Admissions
500 32nd Street North
Wisconsin Rapids, WI 54494**

10106160 // 3 credits

Proofreading & Editing

This course is designed to sharpen proofreading and editing skills. Competencies cover detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents will also be edited for clarity, conciseness, and completeness.

10106161 // 5 credits

Medical Transcription I

Students develop basic transcription skills needed to translate dictate reports into written form acceptable for use in the patient's medical record. Emphasis is on English grammar and punctuation, accurate use of medical terminology, and ability to use designated reference materials. Follow report style and format guidelines as identified by the Association for Healthcare Documentation Integrity (AHD).
Corequisites: Word-Beginning 10103113 or Microsoft Office-Introduction 10103106; Medical Terminology 10510101

10106163 // 5 credits

Medical Transcription II

Provides concentrated medical dictation experience in transcribing case histories from specialized areas, some to include cardiology, general surgery, orthopedics, pediatrics and radiology. Emphasis is placed upon accurate production.
Prerequisite: Medical Transcription I 10106161

10106165 // 3 credits

Functions of Transcription

This course is designed to expose students to transcription practice related to ancillary medical services including surgery, pathology, laboratory, and physical rehabilitation as well as alternative and holistic medicine. Students will transcribe dictation from providers whose native language is not English. Students will build skills by transcribing edited "live" dictation similar to that found in an actual medical facility.
Prerequisite: Medical Transcription I 10106161

10501101 // 3 credits

Medical Terminology

Students focus on the component parts of medical terms: prefixes, suffixes and word roots. Students will practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10501108 // 2 credits

Pharmacology for Allied Health

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

10501109 // 2 credits

Medical Law, Ethics and Professionalism

Prepares students to display professionalism and perform within ethical boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

10509102 // 3 credits

Human Body in Health and Disease

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.
Corequisite: Medical Terminology 10501101

CURRICULUM		
Term		(19 credits)
10103106	Microsoft Office-Introduction	3
10106160	Proofreading & Editing	3
10106161	Medical Transcription I	5
10501101	Medical Terminology	3
10509102	Human Body in Health and Disease	3
10530184	Intro to Health Information Technology	2
Term		(15 credits)
10102120	Customer Service Management	3
10106163	Medical Transcription II	5
10106165	Functions of Transcription	3
10501108	Pharmacology for Allied Health	2
10501109	Medical Law, Ethics and Professionalism	2
Total Credits		34
Please Note:		
<ul style="list-style-type: none"> The Medical Transcription program has August and January start dates. We advise you to meet with an academic advisor or counselor to successfully plan your academic schedule. This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability. Degree completion time may vary based on student scheduling and course availability. For General Education course descriptions (800 level), see section marked under Course Descriptions. 		

10530184 // 2 credits

Intro to Health Information Technology

Prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department and to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized. This course also examines the content and structure of an EHR (inpatient and ambulatory patient records), documentation practice guidelines, and the types of user devices utilized in an EHR system. Basic concepts of clinical decision support, standards relating to content of health records, data integrity, and EHR system security are included. Students will have access to an electronic health record to apply concepts learned.