



Medical Transcription

Diploma Program

2011-2012

This diploma program is designed for the person interested in learning the skills necessary to transcribe medical reports in a hospital, medical practice, clinic, or other healthcare setting. The curriculum offers transcription training with CDs that include natural background disturbances, foreign accents, and continual refinement of grammar, punctuation, and spelling skills. Development of a medical vocabulary is supported by terminology, anatomy, and pharmacology courses. Medical Transcription involves listening to and transcribing and/or editing important medical data, generated by healthcare professionals or speech recognition software, for permanent patient files within a professional healthcare setting or from home.

Program Objectives:

Upon completion of this program, the graduate will be able to:

1. define professionalism as applied to healthcare.
2. demonstrate knowledge of medical terminology and diseases.
3. apply legal and ethical issues related to medical transcription.
4. perform medical transcription.
5. demonstrate correct spelling, grammar, and punctuation skills.
6. utilize medical research/resource materials.
7. keyboard at 55 wpm with five or fewer errors.

Graduation Requirements:

A grade of "C" or better must be maintained in all coursework in order to graduate. Students must have a keyboarding speed of 55 wpm with five or fewer errors.

Major:

| | | | |
|-----|-----|---|-----------|
| BIO | 110 | Anatomy and Physiology I | 4 |
| BIO | 120 | Anatomy and Physiology II | 4 |
| BUS | 201 | Professional Development | 4 |
| CIS | 114 | Computer Usage and Software Applications | 4 |
| CIS | 115 | Word Processing Applications | 4 |
| ENG | 116 | Composition | 4 |
| HI | 100 | Medical Terminology for Health Information | 4 |
| HI | 130 | Pathophysiology | 4 |
| HI | 150 | Medical Transcription I | 4 |
| HI | 170 | Medical Transcription II | 4 |
| HI | 195 | Medical Transcription Professional Practice Experience | 4 |
| HI | 205 | Pharmacology for Health Information | 4 |
| HI | 220 | Health Information Law and Ethics | 4 |
| HUM | 110 | Human Potential | 4 |
| | | Keyboarding Applications or Speed and Accuracy Improvement (KEY109, 111, 121, 131, 141) | 4 |
| | | Total Hours | 60 |

Quarter Hours:

Open Elective:

| | |
|---------------------------------|----------|
| Choose 4 hours of open elective | 4 |
| Total Hours | 4 |

Quarter Hours:

Total Hours Required for Diploma **64**



Medical Transcription, Diploma Program

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|-------------------|------------------------------|
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 51.0708 |
| Credential Level: | 01 Undergraduate Certificate |

Occupations Related to this program

| | |
|---|----------------------------|
| Job Title: | SOC Code: |
| Medical Transcriptionists | 31-9094.00 |

Estimated Program Costs

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|-------------------|----------------|
| Tuition & fees: | \$22,465.00 |
| Books & supplies: | \$1,750.00 |
| Room & board: | not applicable |
| Other: | \$0.00 |

Percent of graduates who completed program on time*: not reported

Job placement rate: 0%

Median Loan Debt*

| | |
|--------------------------------|--------------|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

**Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*