

# Medical Transcriptionist

Program Number: 31-106-7

## One-Year Technical Diploma

Business Technology Program Cluster

Center for Agriscience and Technologies

Program offered at Madison Campuses

For information call: (608) 246-6800 or  
(800) 322-6282 Ext. 6800

## About the Program

Successful completion of this program qualifies the student for entry-level employment as a medical transcriptionist wherever transcription of medical material is required: hospitals, clinics, doctors' offices, nursing homes, specialty laboratories, transcription services and insurance companies. A medical transcriptionist must possess a thorough knowledge of medical terminology, anatomy, pathology and pharmacology. The status of registered medical transcriptionist (RMT) can be acquired upon completion of the program and written examination. To graduate from the program, a student must receive a grade of C or higher in all program courses.

Graduates of this program typically earn from \$32,800 to \$35,700 per year.

All credits for the Medical Transcriptionist Program may be applied to the Medical Administrative Specialist Associate Degree Program. In addition, many credits may be applied to the Administrative Assistant Associate Degree Program.

## Recommendations for Admission

Keyboarding speed of 45 wpm and high school English composition with a grade of C or higher. Successful students have a mastery of English fundamentals—grammar, punctuation, and spelling. They should enjoy working with computers and be detail-oriented. Students should have access to a computer with an Internet connection for homework assignments.

## Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2011-2012 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their degree progress report available through their myMadisonCollege account for specific graduation requirements. Program requirements are subject to change.

		Hrs/week	
		Credits	Lec-Lab
<b>First Semester</b>			
10-103-137	Word-Beginning (Qtr 1).....	1	0.75-2.25
10-106-139	Keyboard Skillbuilding (Qtr 2).....	1	0-2
10-106-108	Proofreading/Editing .....	3	3-0
10-106-166	Medical Transcription Techniques and Procedures* .....	3	3-0
10-106-170	Medical Transcription 1* .....	2	1.5-1.5
10-106-178	Medical Language for Business Professionals 1* .....	2	2-0
10-801-195	Written Communication .....	3	3-0
<b>Semester Total</b>		<b>15</b>	
<b>Second Semester</b>			
10-106-165	Medical Office Procedures.....	3	3-0
10-106-171	Medical Transcription 2** .....	2	1.5-1.5
10-106-173	Medical Transcription Virtual Practicum** (Qtr 4).....	2	0-2
10-106-190	Professional Development (Qtr. 3) .....	1	1-0
10-501-153	Body Structure .....	3	3-0
10-106-179	Medical Language for Business Professionals 2** .....	2	2-0
10-530-182	Human Diseases for the Health Professions.....	3	3-0
<b>Semester Total</b>		<b>16</b>	

\* Offered fall semester only

\*\* Offered spring semester only

*Note: Students are assessed for correct placement in English or mathematics courses based on their scores on the COMPASS test or on completion of the appropriate prerequisite(s). Additionally, there may be courses in other subject areas that may use COMPASS scores as prerequisites when reading, writing, math, or critical thinking competencies are required.*



## Program Courses

### 10-106-108 Proofreading and Editing 3 credits

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, and point of view.

### 10-106-165 Medical Office Procedures 3 credits

Emphasizes medical office procedures: communication, reception, appointment scheduling, record keeping, records management, telephone procedures, entering daily transactions, billing and collecting, banking procedures, preparing payroll, handling routine business correspondence, keeping an inventory of supplies and an introduction to features in an electronic office situation. Prerequisites/Corequisite: 10-103-137, 10-106-178, and sufficient scores on the COMPASS test (scores that allow for enrollment in Written Communication), or completion or concurrent enrollment in Written Communication or English 1.

### 10-106-166 Medical Transcription Techniques and Procedures 3 credits

Emphasizes the skilled proofreading, editing (including detailed coverage of grammar and punctuation), formatting and reference use techniques needed to produce high quality reports demanded by medical facilities. Prerequisites/corequisites: 10-106-178 and sufficient scores on the COMPASS test (scores that allow for enrollment in Written Communication), or completion or concurrent enrollment in Written Communication or English 1.

### 10-106-170 Medical Transcription 1 2 credits

Introduces transcription of medical dictation; reinforces medical terminology and formats for a variety of medical reports. Continued development of keyboarding speed and accuracy skills. Prerequisites: keyboarding skill, concurrent enrollment in (or completion of) 10-106-166 and 10-106-178.

### 10-106-171 Medical Transcription 2 2 credits

Emphasizes transcription of more complex medical dictation, disease processes and medical specialties at higher levels of production and accuracy. Prerequisites: 10-106-166 and 10-106-170. Corequisite: 10-106-179.

### 10-106-173 Medical Transcription Virtual Practicum 2 credits

Provides hands-on experience and practice transcribing medical documents while simulating a telecommuting medical transcription employment environment. Emphasis is on increased productivity while maintaining high-quality documents. Students will transcribe an assortment of reports for a variety of medical specialties on a random basis. The student will continue to increase their knowledge of researching, editing, decision making, and communication while working in an online environment. Prerequisites: 10-106-166, 10-106-170 and 10-106-178. Corequisites: 10-106-108, 10-106-171, 10-106-179, 10-501-153 and 10-530-182.

### 10-106-178 Medical Language for the Business Professional 1 2 credits

Introduces medical terminology used in transcription and administrative assistant positions. Covers how medical terms are formed; the meaning of many word roots, prefixes and suffixes; spelling, definition, and pronunciation of word components; and how to use a medical dictionary. One half of the body is covered in this class.

### 10-106-179 Medical Language for the Business Professional 2 2 credits

Continuation of Medical Language for the Business Professional 1, 10-106-178 covering the other half of the body. Prerequisite: 10-106-178.

### 10-106-190 Professional Development 1 credit

Research the job market, develop a job search/career portfolio, explore networking, prepare for employment tests and practice for job interviews. The portfolio includes a resume, cover letter, thank you letter, reference sheet, job application form, and work samples. Prerequisite: 10-801-195.

### 10-501-153 Body Structure 3 credits

A concise introduction to human body structure and function. Normal and abnormal states of the body and basic disease processes affecting the body are emphasized. Common problems encountered in a variety of health care settings are presented.

### 10-530-182 Human Diseases for the Health Profession 3 credits

Focuses on the common diseases of each organ/body system as encountered in all types of health settings by health professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, treatment (including pharmacologic) of each disease. Prerequisite: 10-106-178. Prerequisite or Corequisite: 10-106-179.

## Career Potential:

- Medical Transcriptionist
- Medical Language Specialist
- Speech Recognition Editor
- Word Processing Operator/Medical
- Clerical/Receptionist
- Appointment Scheduler

With additional education and/or work experience, graduates may find employment as:

- Department Secretary
- Medical Secretary
- Medical Administrative Assistant
- Health Unit Coordinator
- Medical Coding Specialist

*More detailed and updated information on this program may be available at: [madisoncollege.org](http://madisoncollege.org). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*

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