

# MEDICAL TRANSCRIPTION ITC

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**Medical Transcriptionists** with positive and caring personalities are important to a medical office.

The Medical Transcription Intermediate Technical Certificate prepares students for entry-level positions in medical-related fields. Students will become proficient in outpatient and hospital transcription. Students will need strong English, grammar, punctuation, spelling skills, and accurate word processing abilities.

**The courses cover:**

- Medical terminology
- Medical office records and organization
- Physician chart note transcription
- Medical office personnel responsibilities
- Human relations communication

**Upon completion of this certificate, students will:**

- Demonstrate employability skills and habits
- Select and complete medical documents, including office correspondence and chart transcription, using appropriate format
- Demonstrate competency in word processing
- Apply knowledge of medical terms used in medically related careers
- Demonstrate advanced medical transcription skills using correct grammar, mechanics, and proofreading skills
- Understand HIPAA regulations and the importance of medical ethics and medical record responsibilities

## General Education Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
HRPT-185 or PSYC-101	HUMAN RELATIONS IN ORGANIZATIONS INTRODUCTION TO GENERAL PSYCHOLOGY	3.00
<b>Total Credits</b>		<b>6.00</b>

## Program Requirements

Code	Title	Credits
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
GNBPT-222	BUSINESS EDITING	3.00
MEDPT-173	MEDICAL TERMINOLOGY	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-251	MEDICAL TRANSCRIPTION I	3.00
MEDPT-252	CLINICAL EXPERIENCE	3.00
MEDPT-261	MEDICAL TRANSCRIPTION II	3.00
Completion of a Technical Skills Assessment is required		
<b>Total Credits</b>		<b>24.00</b>