MEDICAL TRANSCRIPTION ITC

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	HUMAN RELATIONS IN ORGANIZATIONS	3.00
or PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY	
Total Credits		**6.00**

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
Total Credits		**24.00**