

Career Program

Medical Transcription

Letter of Recognition

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Transcription is the process of converting the spoken word to a written, digital format. Transcription is used extensively in the medical community. Many doctors and medical professionals make oral notations about patients, and depend upon medical transcriptionists to convert these oral notes into a format which may be included in the patient file. Medical transcription is a skill that is useful, if not essential, for medical office personnel. Many hospitals and institutional settings employ full-time transcriptionists to assist the maintenance of an accurate medical record. Additionally, medical transcription has been identified as a viable opportunity for a home based business.

Prerequisite Courses:

ENG-096	Writing Effective Paragraphs and Essays	0
OFFC-101	Keyboarding 1 for Computer Usage	1
OFFC-102	Keyboarding 2 for Computer Usage	3
READ-091	Basic Reading	0

Program Requirements:

HIT-111	Medical Terminology	3
OFFC-220	Machine Transcription	3
OFFC-240	Medical Transcription	3
Total Credits		9