

**MEDICAL TRANSCRIPTION CERTIFICATE**

(Requirements effective Fall Semester 2007)

Colleen Teague - coordinator

A-105C

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The medical transcriptionist is an integral part of the health care team. Transcriptionists listen to medical reports dictated by physicians and transcribe the information as part of the permanent health record.

Medical transcriptionists must be accurate and possess excellent keyboarding, grammar, and spelling skills. In addition, the medical transcriptionist needs to know medical terminology, principles of anatomy and physiology, disease processes, pharmacology, medical procedures, medical records and word processing. Manual dexterity as well as good vision and hearing are needed to transcribe dictation, decipher handwriting, and key correspondence.

Wayne College's Medical Transcription Certificate prepares you to work in doctors' offices, hospitals, outpatient clinics, medical transcription services, and insurance companies. The demand for medical transcriptionists is high, and typical salaries reflect the demand. While entry-level medical transcriptionist wages usually range from \$10.00 to \$16.00 per hour, the average annual salary for local experienced medical transcriptionists is \$28,929 (www.salary.com).

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software  
2540:290 ST: Keyboarding for Skill Development

**C E R**

___	___	___	2530:241	Health Information Management	3	
___	___	___	2530:242	Medical Office Administration	3	2740:120
___	___	___	2540:119	Business English	3	Placement by Adviser
___	___	___	2540:121	Introduction to Office Procedures	3	Placement by Adviser
___	___	___	2540:136	Speech Recognition Technology	2	Placement by Adviser
___	___	___	2540:143	Microsoft Word, Beginning	2	Placement by Adviser
___	___	___	2540:144	Microsoft Word, Advanced	2	2540:143
___	___	___	2540:263	Professional Communication and Presentations	3	3300:111, or permission
___	___	___	2540:282	Medical Machine Transcription	3	2540:144 or permission
___	___	___	2740:120	Medical Terminology	3	
___	___	___	2740:121	Study of Disease Processes	3	2740:120
___	___	___	2740:230	Basic Pharmacology	3	2740:120 (recommended)

**TOTAL CREDITS - 33**

C = Completed E = Exempt R = Required

**NOTES:**

2540:243 *Internship* is highly recommended to enhance the student's employment opportunities.

It is **strongly recommended** that you take 2740:120, Medical Terminology, prior to taking any of the remaining medical related courses.