

# Certificate in Medical Transcription

## Academic Plan

*Bulletin: 2013-2015*

### ***Degree Description***

An 18 credit hour program that trains students to transcribe, format, proofread, and edit medical, surgical, radiological, and pathological reports dictated by physicians and other ancillary disciplines to produce a legal medical document.

### ***Career Development Information***

Positions for Medical Transcriptionists are typically in hospitals, clinics, physician offices, diagnostic laboratories, & independent transcription services/contractors. Career options are in medical transcription, medical transcription editor, healthcare documentation specialist, or medical scribe.

**Name:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_

<b><u>First Year</u></b>		
<b>Fall (6 credits)</b>	<b>Spring (6 credits)</b>	<b>Summer (0 credits)</b>
<ul style="list-style-type: none"><li>ENG-W131 Elementary Composition I</li></ul>	<ul style="list-style-type: none"><li>AHLT-C150 Body Structure &amp; Function</li></ul>	
<ul style="list-style-type: none"><li>AHLT-M195 Medical Terminology</li></ul>	<ul style="list-style-type: none"><li>AHLT-M109 Medical Transcription/Keyboarding</li></ul>	
<b><u>Second Year</u></b>		
<b>Fall (3 credits)</b>		
<ul style="list-style-type: none"><li>AHLT-M102 Clinical Application in Transcription</li></ul>		
<ul style="list-style-type: none"><li>CSCI-C106 Intro. to Computers</li></ul>		