

## Medical Transcriptionist

### FACULTY

Diane Goracke, 253.680.7372, dgoracke@bates.ctc.edu  
<http://www.bates.ctc.edu/AdminMedicalAssistant/>

Students prepare for careers as medical transcriptionists in doctors' offices, clinics, and hospitals. Graduates may also work at home for a transcription service or establish their own home business. This program also provides training for persons previously or currently employed in allied health professions who are interested in transitioning to this occupation. A graduate may become a registered medical transcriptionist or certified medical transcriptionist after successful completion of a certification examination administered by the Association for Healthcare Documentation Integrity.

**Note:** Program entry is at the beginning of each quarter.

### Prerequisites:

1. Minimum typing ability of 45 words per minute on keyboard.
2. Applicants must pass English grammar and proofreading tests at a specified level.

### Certificate of Competency: 51.5 credits

#### Medical Transcriptionist

	<u>Credits/Hours</u>
Completion Range: 7-9 Months	
MEDSE 091 Occupational Human Relations	1/20
MAS 092 Occupational Communication	2/40
MEDSE 093 Occupational Math	.5/10
MAS 096 Using Electronic, Computing Devices	3.5/55
MEDSE 098 Occupational Health & Safety Procedures	1/20
MEDTS 108 Handling Electronic Communications	.5/10
MEDSE 109 Business Office Filing	1/12
MEDSE 110 Maintaining Medical Records	1/20
MEDTS 111 Medical Transcription Duties	12/200
MEDTS 112 Work-Based Learning Experience	10/160
MEDSE 121 A & P Terminology I	4/66
MEDSE 122 A & P Terminology II	6/100
MEDSE 123 A & P Terminology III	6/100
MEDSE 124 A & P Terminology IV	4/66

#### General Education Requirements

	<u>Credits</u>
90-level or> Human Relations – HREL, PSYCH, SOC or CMST	3
90-level or> Communications – ENGL or CMST	3
90-level or> Mathematics – MATH	3