

## MEDICAL TRANSCRIPTION – Noncredit

### *College and Community Development*

The Medical Transcriptionist is a key component to the healthcare team. Medical transcription is the act of translating from oral to written form (on paper or electronically) the record of a person's medical history, diagnosis, treatment, prognosis, and outcome. The primary skills necessary for performance of quality medical transcription are extensive medical knowledge and understanding, sound judgment, deductive reasoning, and the ability to detect medical inconsistencies in dictation. Additionally, a PA Child Abuse History Clearance and/or State Police Criminal Record Check may be required for employment. A certificate is awarded upon successful completion of this program. The complete program is available at the Harrisburg Campus; several required courses are available at the Gettysburg, Lancaster, Lebanon and York Campuses as well as online.

### *Career Opportunities*

This program will prepare the individual for a career as a Medical Transcriptionist in a variety of positions within the medical field including medical offices, health clinics, hospitals, laboratories, private transcription companies, pharmaceutical companies, medical supply houses, and insurance companies.

### *Competency Profile*

This curriculum is designed to prepare students to:

- Exhibit extensive medical knowledge and understanding
- Exhibit sound judgment and deductive reasoning
- Demonstrate proficiency in machine transcription
- Demonstrate good writing skills
- Assume responsibility without direct supervision
- Make decisions within the scope of assigned authority

### **PROGRAM REQUIREMENTS**

Medical Terminology	30 hours	Intro to Anatomy & Physiology	45 hours
English for Transcription	30 hours	MS Word, Basic	9 hours
MS Word, Intermediate	9 hours	MS Word, Advanced	9 hours
Pharmacy Science	18 hours	Healthcare Law & Ethics	12 hours
Medical Transcription I	30 hours	Medical Transcription II	30 hours

### **RECOMMENDED SEQUENCE FOR STUDENTS**

Students can complete this program by taking one or more courses each semester.

Medical Terminology  
Intro to Anatomy & Physiology  
English for Transcription  
MS Word, Basic  
MS Word, Intermediate  
MS Word, Advanced  
Pharmacy Science  
Healthcare Law & Ethics  
Medical Transcription I  
Medical Transcription II