



# Medical Transcription Certificate Program

**Description of Occupation** -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.

*Keyboarding and transcription* should not be confused. 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. For example, a diagnosis inconsistent with the patient's history and symptoms may be mistakenly dictated. The Medical Transcriptionist questions, seeks clarification, verifies the information, and enters the correct information into the report. (from [www.aamt.org/scriptcontent/aboutmt.cfm](http://www.aamt.org/scriptcontent/aboutmt.cfm) 12/06)

## Program Admission Criteria –

- *This is a noncredit course.* A college application, school transcripts and placement testing are not required.
- High school diploma or GED is required. It is likely required for employment after completion of the program.
- State Police Criminal Record Check and drug screening may be required for employment in the healthcare field but are not required to enter the program.
- Payment is due at the time of registration. Each course is an individual charge. Registration can be done by fax, phone, mail or online.
- Textbooks, which may be required for specific classes, are a separate cost and must be purchased prior to the start of class at the bookstore or online. Details for purchasing books will be mailed with your confirmation of enrollment letter.
- Student loans may be available through private lenders.
- Refund policy states that student must withdraw enrollment prior to the start of class for a refund. No refunds are given after the start of class.
- Transcripts from HACC or other similarly accredited schools can be reviewed upon request for possible transferable classes.
- Students requesting a waiver of Medical Terminology and/or Introduction to Anatomy & Physiology courses for previous experience must pass a comprehensive exam (with a grade 70% or higher) to validate their knowledge of individual course content. Tests will be administered once the request has been submitted along with a \$75 fee for each test. Any waiver or arrangement for validation exams must be arranged through the Director or Coordinator of NonCredit HealthCare Education.
- Current course offerings and course costs for this program are listed in the Noncredit Healthcare Training Calendar. Please request a copy or download from our website. Go to [www.hacc.edu](http://www.hacc.edu) and click on Health Careers. To register for classes, call (717) 780-2414. For more information, call (717) 221-1352.
- **It is strongly recommended that all interested individuals take English placement testing as offered by the college.**

**What Does It Take to Be a Successful Transcriptionist?**

- Insatiable interest in medicine and healthcare
- Extraordinary attention to detail
- Excellent English grammar skills
- Advanced computer skills
- Ability to maintain confidentiality
- Effective organization skills

### **Length of Program and Degree Conferred –**

- *This is a noncredit course.* The program is individualized and based on rotation of course offerings and student history.
- This program is designed to be completed evenings in 12 to 18 months.
- It is offered entirely in Harrisburg. Some courses are available on-line and in Gettysburg, Lancaster, Lebanon, and York.
- Class attendance is considered mandatory for all courses within this certificate program – 80% attendance is required for each course.
- A final letter grade will be issued after the completion of each course. A letter grade of “C” (70% or higher) must be earned to pass each course. College records will indicate a “Pass” or “Fail” on your official transcript.
- Quizzes and exams are given at the discretion of the instructor for each class.
- A Certificate of Completion is awarded after successfully completing this program.
- The program is designed to lead directly to an occupation.
- Students who complete this program may move on to a health information technology program and/or work toward certification.

**Places of Employment and Outlook** - Employment of Medical Transcriptionists is projected to grow faster than average for all occupations through 2014. Medical Transcriptionists held about 105,000 jobs in 2004. About 4 out of 10 worked in hospitals and another 3 out of 10 worked in physician offices. Others worked for business support services; medical and diagnostic laboratories; outpatient care centers; and offices of physical, occupational and speech therapists, and audiologists.

HACC does not offer assistance in job placement for this program at this time.

For more information regarding physical abilities and behavioral characteristics required for a career as a Medical Transcriptionist, please refer to the attached Technical Standards.

**Salary Ranges for Geographical Area** - \$30,600 median salary in Harrisburg (17110) for Medical Records Transcriptionist in December 2009

### **Related Websites For Additional Information About The Career**

[Career InfoNet www.careerinfo.net](http://www.careerinfo.net)

[Occupational Outlook Handbook - US Dept of Labor http://www.bls.gov/oco/ocos271.htm](http://www.bls.gov/oco/ocos271.htm)

[Association for Healthcare Documentation Integrity www.ahdionline.org](http://www.ahdionline.org)

[American Health Information Management Association www.ahima.org](http://www.ahima.org)

**Required Courses** – 222 Total Hours/\$3053 Total Cost of Tuition (does not include textbook costs)

#### **Medical Terminology - \$265**

The course begins with frequently used prefixes and suffixes and progresses to include commonly used terms from each of the major body systems. Medical abbreviations will also be included. **30 hours**

*Accepted credit transfer: BIOL 105 (grade C or higher)*

#### **Intro to Anatomy & Physiology - \$397**

This course serves as introduction for any career in the health care field. A basic review of anatomy and physiology is the cornerstone of the program. Basic body organization and review of all body systems are included within this course. There is no lab required. **45 hours effective 7/1/10**

*Accepted credit transfers: BIOL 111 or BIOL 121 & 122 (grade C or higher)*

#### **English for Transcription - \$265**

This course is designed for students transcribing dictation into written form. The course stresses spelling, grammar, mechanics, punctuation, and usage. These skills are taught in the context of proofreading, copy editing, and listening skills. **30 hours**

*Accepted credit transfer: ENGL 101 (grade C or higher)*

#### **Microsoft Word 2007, Basic - \$205**

Learn the basics of creating, saving, and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs and indents, use headers and footers as well as document proofing tools. **9 hours**

*Accepted credit transfers: CIS 105(grade C or higher) or Microsoft Office Specialist Certification (Word Core)*

**Microsoft Word 2007, Intermediate - \$205**

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. **9 hours Prerequisite: Word, Basic**  
*Accepted credit transfers: CIS 105 (grade C or higher) or Microsoft Office Specialist Certification (Word Core)*

**Microsoft Word 2007, Advanced - \$265**

Learn to create mail merges and form documents. Work with master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. Record macros and customize the Word interface. **9 hours Prerequisite: Word, Intermediate**  
*Accepted credit transfers: CIS 105 (grade C or higher) or Microsoft Office Specialist Certification (Word Expert)*

**Pharmacy Science - \$350**

This course will provide insight into the various classifications of drugs and the impact on the different body systems. **18 hours**

*Accepted credit transfer: AH 209 (grade C or higher)*

**Healthcare Law & Ethics - \$163**

This program is designed to increase the awareness of liability and risks in the healthcare environment by providing a general knowledge of legal principles, ethical issues, and practices in healthcare. **12 hours**

*Accepted credit transfer: AH 140 (grade C or higher)*

**Medical Transcription I - \$469**

This course will provide the student with the basic knowledge, understanding and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct. **30 hours Prerequisites: Medical Terminology, Intro to A&P, MS Word classes, English for Transcription or dual enrollment of these classes**

**Medical Transcription II - \$469**

This course will provide the student with additional skills in transcribing healthcare dictation to meet progressively demanding medical transcription accuracy and productivity standards, review of the standards and regulations related to healthcare documentation, an understanding of the value of continued education, and an understanding of the Medical Transcriptionist's role in risk management. **30 hours Prerequisite: Medical Transcription I**

*If you are interested in this program or have questions,  
contact Noncredit Healthcare Education at 717-221-1352 or email medt@hacc.edu.*

Visit our web site at <http://www.hacc.edu> for our current schedule of classes.

HACC, Central Pennsylvania's Community College does not discriminate in admission or employment on the basis of race, color, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Education Development Certificate (GED), marital status, sexual orientation, or veteran status. Inquiries concerning affirmative action should be directed to the office of Human Resources, Whitaker Hall 126, HACC, One HACC Drive, Harrisburg, PA 17110, telephone (717) 780-2367. For information regarding services, activities, and facilities that are accessible to and usable by persons with disabilities contact the Director of Disability Services, telephone (717)780-2614.

**About HACC**

In partnership with students, educators, businesses and our diverse communities, Harrisburg Area Community college fosters excellence in the educational, cultural, workforce development, and economic growth of the College's service areas.

Harrisburg Area Community College is an accessible, affordable, high-quality, comprehensive community college. The multi-campus college serves as a premier educational and workforce development institution. The presence of quality instruction and cutting edge technology, business and industry collaboration, and a learner-centered environment provides students the necessary knowledge, skills, and values to compete and excel in a global community.

Pennsylvania's first community college, Harrisburg Area Community College offers more than 120 associate degree, certificate, and diploma programs for students pursuing a bachelor's degree, seeking to upgrade their job skills, or planning a career change. The College also works in partnership with hundreds of businesses to design customized employee training programs.

HACC offers courses and programs at campuses in Gettysburg, Harrisburg, Lancaster, and Lebanon.

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*Harrisburg Area Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.*

## Medical Transcriptionist Technical Standards

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The following information contains essential technical standards outlining the physical abilities and behavioral characteristics necessary for the student to successfully complete the Medical Transcriptionist Program. Technical standards are non-academic requirements of the program that a student must be able to master to participate successfully in the program. These standards reflect the performance abilities and characteristics necessary to successfully complete requirements for the Medical Transcriptionist Program.

The applicant should carefully review the technical standards for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these technical standards.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential performance requirements. The applicant may also contact Disability Services for more information on reasonable accommodations.

### **Interpersonal Communication:**

- Requires the ability to communicate and interact with people to convey and/or exchange information
- Requires the ability to follow written and verbal instructions
- Requires telephone skills and ability to utilize a phone system.
- Ability to exchange information with others clearly and concisely to present ideas, facts and technical information.

### **Visual Acuity:**

- Requires the ability to read patient information, reports, books etc., which may at times be in fine print, a printed format, or less than legible hand writing
- Requires the ability to operate and manipulate equipment as necessary; i.e., computer, telephone, etc.

### **Reasoning and Cognitive Ability:**

- Requires ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Requires great attention to detail to produce patient records that are accurate.
- Requires strong concentration skills. The individual must have the ability to voluntarily sustain concentration to a task over an extended period of time as a result of an effortless and usually deliberate heightened and focused state of attention.

### **Language Ability:**

- Requires ability to read and understand complex information from report, technical journals, papers, etc.
- Requires the ability to communicate the same types of complex information and data through speech, writing and electronically using proper format, punctuation, spelling, grammar and using all parts of speech.

### **Numerical Ability:**

- Requires the ability perform basic addition, subtraction, multiplication, and division operations.

### **Motor Skills (fine and gross):**

- Requires the ability to sit in same position for long periods of time while using repetitive motions.
- Perform multiple motor tasks simultaneously.
- Requires ability to operate various transcription, dictation, computer and office equipment.

### **Hearing Ability:**

- Communicate and interact with patients, physicians, staff and families from a variety of cultural backgrounds.
- Follow verbal instructions.
- Detect and discriminate between sounds of normal conversation.

### **Personal Temperament:**

- Requires the ability to deal effectively with stress and work under the pressure of accuracy and deadlines.
- Requires the ability to keep strict confidentiality of patient record information.