



**Medical Office Administration
 Credential: Medical Transcription Certificate
 C25310T0**

This program is designed to provide the students with skills necessary to transcribe medical records for physicians in all medical disciplines. Specific skills include medical terminology, medical office procedures, medical transcription, and medical legal issues. Upon completion of this training, students will be prepared to transcribe for professional transcription agencies, hospitals, physician offices, and other health care agencies. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Entrance Standards specific to Medical Transcription Certificate Program: Required keyboarding skills (40-50 words per minimum (WPM) minimum)
 Program Length: 2 Semesters
 Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.
 Program Site: Distance Program

Course Requirements for Medical Transcription Certificate

Required Major Core Courses (16 SHC)		
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 242	Medical Office Transcription II	1-2-2
OST 281	Emerging Issues in Medical Office	3-0-3
OST 285	Adv. Emerging Issues in Medical Office	3-0-3

Total Semester Hours Credit Required for Graduation: 16 SHC

Semester Curriculum for Medical Transcription Certificate

1st Semester (Fall)		
OST 141	Medical Terms I- Medical Office	3-0-3
OST 241	Medical Office Transcription I	1-2-2
OST 281	Emerging Issues in Medical Office	<u>3-0-3</u>
7-2-8		
2nd Semester (Spring)		
OST 142	Medical Terms II-Medical Office	3-0-3
OST 242	Medical Office Transcription II	1-2-2
OST 285	Adv. Emerging Issues in Medical Office	<u>3-0-3</u>
7-2-8		

Total Semester Hours Credit: 16 SHC

OST 141 Med Terms I-Med Office 3-0-3
 This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Terms II-Med Office 3-0-3
Prerequisites: OST 141
 This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 241 Med Ofc Transcription I 1-2-2
Prerequisites: MED 121 or OST 141
 This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242 Med Ofc Transcription II 1-2-2
Prerequisites: OST 241
 This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/ editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

OST 281 Emerg Issues in Med Ofc 3-0-3
 This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 285 Adv Emerg Issu in Med Ofc 3-0-3
Prerequisites: OST 281
 This course provides an advanced comprehensive discussion of topics familiar to the health care setting. Topics include advanced emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of advanced medical office procedures and treatments.