



**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.

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)	C-L-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)	C-L-SHC
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 and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

**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.