

# Medical Transcription- Online 2009

(A partnership between York Technical College and Trident Technical College)

*NOTE: Knowledge and application of some basic computer skills are needed to be successful in some of the healthcare courses and in the healthcare setting in general.*

*COMPUTERS FOR THE HEALTHCARE SETTING is strongly recommended and includes:*

- *Introduction to Computers*
- *Microsoft Word*
- *Keyboarding*
- *Microsoft Excel*

*Keyboarding and Microsoft Word knowledge is required for this course.*

**PROGRAM OVERVIEW:** Medical transcriptionists listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical transcriptionists return transcribed documents to the physicians or other health care professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files. Medical transcriptionists are in demand more than ever. Transcription services range from small, home-based businesses to large corporations. All courses in the Medical Transcriptionist Training Program are completed online. Training covers the basic medical knowledge needed to succeed in the field of transcription using Internet-based transcription equipment while being supervised by an expert in the field. Knowledge of keyboarding and Microsoft Word is required.

**COURSE COST:** Each course is individually priced.  
Total Medical Transcription cost **estimate-\$2385.**  
Books available at York Technical college bookstore **estimate: \$645.**

**SALARY RANGE:** \$9-\$12 per hour

**CAREER OPPORTUNITIES:** Hospitals, clinics, Dr.'s offices, insurance companies, or work from the convenience of your own home.

**For more information please contact:  
Continuing Education/ Health and Human Services  
C building, Room 103  
Fax: (803) 981- 7327**

Linda Bolick Program Manager (803) 981-7194 <a href="mailto:bolick@yorktech.com">bolick@yorktech.com</a>	Robert (Bob) Hamilton Program Coordinator (803) 981-7348 <a href="mailto:rhamilton@yorktech.com">rhamilton@yorktech.com</a>
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The Medical Transcription Training Program is compliant with the standards of the American Association of Medical Transcriptionists to better prepare our Medical Transcription students for the work environment. The Medical Transcription Program complies with The Association for Healthcare Documentation Integrity (AHDI) program requirements. The AHDI establishes industry standards for the occupation of Medical Transcription and also for educational programs. The courses should be taken in the below term sequence.

<b>TERM I</b>	Intro To Online Learning	HSC 1169- \$40
	Medical Terminology for Medical Transcriptionists	HSC 1143- \$159
	Anatomy & Physiology for Medical Transcriptionists	HSC 1145- \$185
	Pharmacology	HSC 1146- \$185
	Using The Transcriptionist's "Book of Style"	HSC 1184- \$159
<b>TERM II</b>	Pathology and Medicine for Medical Transcription	HSC 1920- \$369
	Transcription I	HSC 1552-\$360
<b>TERM III</b>	Transcription II	HSC 1553-\$425
	Transcription III	HSC 1556- \$275
	Medical Transcription Workforce Readiness	HSC 1520- \$99
	Medical Transcription Internship	HSC 1560- \$129

**Visit our web sites**

**[www.yorktech.com/alliedhealth](http://www.yorktech.com/alliedhealth)**

**[www.yorktech.com/cj](http://www.yorktech.com/cj)**

# Medical Transcription Online Schedule

## (A partnership between York Technical College and Trident Technical College)

### 2009

#### \*\*\*\*\*TERM I\*\*\*\*\*

#### **HSC 1169 Introduction to Continuing Education Online Learning (10 hrs) [XPHH 568](#)**

This course provides an introduction to software applications necessary to participate in Continuing Education online health care programs. Other applications reviewed are Microsoft Outlook and searching the net. This course is a prerequisite to all online courses. No Book Required.

5/13-5/27	076-6/9-6/23	077-7/8-7/22	078-8/13-8/27
079-10/15-10/30	080-11/9-11/23	081-12/1-12/15	<b>Next Dates to be announced</b>

#### **HSC 1143 Medical Terminology for Medical Transcriptionists (45hrs) [XPHH-552](#)**

This course helps students master the medical vocabulary and terms used in Medical Transcription. It covers word parts, root words, general application, abbreviations, medical terminology and body systems. Books not included **Book approximately \$110.**

071-5/5-6/16	072-9/2-10/14
	<b>Next Dates to be announced</b>

#### **HSC 1145 Fundamentals of Anatomy and Physiology for Medical Transcriptionists (45hrs) [XPHA 555](#)**

This course covers basic anatomy and physiology and is an introduction to all human body systems and their functions. It is perfect for the student entering a career in Medical Transcription where interpretation and understanding of the human body is necessary to be successful. Books not included. **Book approximately \$110.**

071-6/4-7/18	072-9/23-11/4
	<b>Next Dates to be announced</b>

#### **HSC 1146 Pharmacology (36 hrs) [XPHA 538](#)**

This course is an overview of pharmacology and how it is used to treat different disease states. If you need a general understanding of the diagnosis and treatment of disease using the numerous types of medical drugs on the market today, this course is for you. Prerequisite: .Books not included. **Book approximately \$110.**

7071-/21-8/30	072-11/6-12/17
	<b>Next Dates to be announced</b>

#### **HSC 1184 Using The Transcriptionist's Book of Style (36hrs) [XPHA 538](#)**

This course introduces the student to the standards of practice for transcribing medical dictation as set forth by the American Association of Medical Transcriptionists in their "Book of Style". The AAMT is the professionally recognized authority in establishing medical transcription styles, forms and practices. Utilizing a combination of online lessons and the formats explained in the Book of Style the student will learn industry standards for preparing documents as they are used in the healthcare profession. **Book approximately \$115.**

071-7/21-8/30	072-11/6-12/17
	<b>Next Dates to be announced</b>

#### \*\*\*\*\*TERM II\*\*\*\*\* ***Foot pedal, ear phones will be needed with the below courses:***

#### **HSC1920 Pathology and Medicine for Medical Transcription (64 hrs) [XPHH 572](#)**

This course summarizes the pre-requisite courses and introduces pathophysiology emphasizing important concepts related to human diseases. The most common diseases and disorders of each body system are presented with a review of anatomy and physiology pertinent to the content. This course also introduces the student to the process of medical transcription using various skills involving medical terminology, format, and punctuation and computer technology. Dictation to be transcribed and studied is grouped by medical specialty to offer related vocabulary, technical content and other instructional material in an easy to understand format. The dictation to be transcribed includes chart notes, letters, initial office evaluations, consultations, history and physical examinations, discharge summaries, operative reports, emergency department reports, procedure notes and diagnostic studies from each medical specialty. **Books approximately \$115.**

070-9/1-11/8	
	<b>Next Dates to be announced</b>

**HSC 1552 Transcription I (36 hrs) [XPHH 574](#)**

This course provides a student with a bulk of original medical dictation from which the student will produce transcribed medical documents. This first level course addresses general medical reports common to all specialties, histories and physicals, discharge summaries, consultations, and others from various specialties. No books required

071-11/10-12/16	
	<b>Next Dates to be announced</b>

**\*\*\*\*\*TERM III\*\*\*\*\***

**HSC 1553 Transcription II (36 hrs) [XPHH 575](#)**

This course provides a student with a bulk of original medical dictation from which the student will produce transcribed medical documents. This second level course will explore the documents used in the specialties of Radiology and Pathology. Foot pedal will be used that was purchased in Introduction to Medical Transcription. No books required

072-9/1-10/15	
	<b>Next Dates to be announced</b>

**HSC 1556 Transcription III (45 hrs) [XPHH 576](#)**

This course provides a student with a bulk of original medical dictation from which the student will produce transcribed medical documents. This third level course will explore the documents used in the specialties of Radiology, Pathology, Cardiology, Orthopedics and Gastrointestinal. Includes Transcription CD.

<b>Next Dates to be announced</b>	

**HSC 1520 Medical Transcription Workforce Readiness (4 hrs) [XPH 583](#)**

This course will teach the transcription student how to transition into the Medical Transcription workforce. Topics reinforced are: HIPAA, Universal Precautions, and Job Searching, Professional Standards and organizations; security, privacy and many other issues pertinent to the occupation of Medical Transcription. No books required.

071 7/9-7/24	070 10/20-11/20
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**\*\*HSC 1560 Medical Transcription Internship (100hr) [XPHH 528](#)**

Experience real life Medical Transcription with an online internship experience with a nationally known internet transcription business.

<b>Next Dates to be announced</b>	

*To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.*

**Book approximations- see next page**

# Book Approximations for the Medical Transcription Program

The Medical Transcription Training Program is compliant with the standards of the American Association of Medical Transcriptionists to better prepare our Medical Transcription students for the work environment.

If books are needed for your course, please follow the directions below. Please order your books at least 7-10 days before the course starts so you will have them for the course.

- 1- They may be purchased at [www.mbsdirect.net](http://www.mbsdirect.net). College is Trident and scroll to "Current Selected Course ID List"
- 2- They may also be ordered from York Technical College bookstore. Call 803 327 8011 or 1 800 922 TECH ext. 8011 to place your order."

## TERM I

1. HSC 1169 Introduction to Continuing Education Online Learning (10 hrs) XPHH 568  
No Book Required.

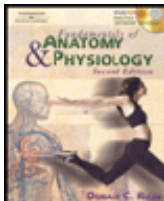
2. HSC 1143 Medical Terminology for Medical Transcriptionists (45hrs) XPHH-552



[Comprehensive Medical Terminology / With CD and Webtutor](#)

Jones, Betty Davis  
Book approximately \$110.  
**Required**

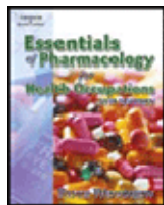
3. HSC 1145 Fundamentals of Anatomy and Physiology for Medical Transcriptionists (45hrs) XPHA 555



[Delmar's Fundamentals of Anatomy and Physiology - With CD and Webct](#)

Rizzo, Donal  
Book approximately \$110.  
**Required**

4. HSC 1146 Pharmacology (36 hrs) XPHA 538



[Essentials of Pharmacology for Health Occupations / With CD-ROM](#)

Book approximately \$110.  
**Required**

5. HSC 1184 Using the Transcriptionist Book of Style (36 hrs) XPHA 538



**Medical Transcription: Book of Style for Medical Transcriptionist**

SIMS  
Book approximately \$100.  
**Required**

**TERM II**

6. **HSC1920 Pathology and Medicine for Medical Transcription (64 hrs)** **XPHH 572**



**Medical Transcription : Fundamentals and Practice - With CD**  
Health Professions Institute  
Book approximately 120.  
**Required**

USB Foot Pedal- approximately 69 + tax and shipping (estimate \$75)  
Head phones.



[http://www.hpisum.net/isapi/isapi.dll?browse&cat\\_id=4](http://www.hpisum.net/isapi/isapi.dll?browse&cat_id=4)

7. **HSC 1552 Transcription I-** No Books Required.

**TERM III**

8. **HSC 1553 Transcription II-** No Books Required.  
9. **HSC 1553 Transcription III-** No Books Required.  
10. **HSC 1520 Medical Transcription Workforce Readiness-** No Books Required.

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[www.yorktech.com/alliedhealth](http://www.yorktech.com/alliedhealth)  
[www.yorktech.com/cj](http://www.yorktech.com/cj)

If you have any questions please contact:  
Continuing Education/ Health and Human Services  
Fax 803-981-7327

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