

Medical Transcription- Online 2010

(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.

Continuing Education/ Health and Human Services

C building, Room 103

Fax: (803) 981- 7327

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TERM	Medical Transcription course	Course #/ Price	Book approximation
TERM I	Intro To Online Learning	HSC 1169- \$40	No Book Required.
	Medical Terminology for Medical Transcriptionists	HSC 1143- \$159	Book approximately \$115.
	Anatomy & Physiology for Medical Transcriptionists	HSC 1145- \$185	Book approximately \$110.
	Pharmacology	HSC 1146- \$185	Book approximately \$115.
	Using The Transcriptionist's "Book of Style"	HSC 1184- \$159	Book approximately \$115.
TERM II	Pathology and Medicine for Medical Transcription <i>(foot pedal and headphones suggested)</i>	HSC 1920- \$369	Books approximately \$115
	Transcription I <i>(foot pedal and headphones required)</i>	HSC 1552-\$369	USB Foot Pedal- \$70 Headphones-\$20 Includes Transcription CD. No books required
TERM III	Transcription II	HSC 1553-\$369	Includes Transcription CD. No books required <i>(foot pedal and headphones required that was purchased earlier).</i>
	Transcription III	HSC 1556- \$275	Includes Transcription CD. No books required <i>(foot pedal and headphones required that was purchased earlier).</i>
	Medical Transcription Workforce Readiness	HSC 1520- \$99	No Book Required.
	Medical Transcription Internship	HSC 1560- \$169	No Book Required.

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.

Medical Transcription Online Schedule

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2010

*******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.

071 02/4-02/18	073 4/8-4/22	075 6/2-16	077 8/13-27
072 03/4-3/18	074 5/3-17	076 6/25-7/9	Next dates to be announced

HSC 1143 070 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

1/6-2/15	
5/3-6/13	Next dates to be announced

HSC 1145 070 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.

2/4-3/17	
5/27-7/18	Next dates to be announced

HSC 1146 070 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.

3/19-5/2	
7/21-8/30	Next dates to be announced

HSC 1184 070 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 Association for Healthcare Documentation Integrity. in their "Book of Style". The AHDI 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 s not included.

3/19-5/2	
7/21-8/30	Next dates to be announced

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

HSC1920 070 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.

1/7-3/18	
5/7-7/25	Next Dates to be announced

HSC 1552 070 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. This is not an introductory course. Includes Transcription CD. No books required (*foot pedal and headphones required that was purchased earlier*).

3/25-4/30	
7/27-8/30	Next Dates to be announced

*******TERM III*******

HSC 1553 070 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, Pathology, Cardiology, Orthopedics and Gastrointestinal. Includes Transcription CD. No books required (*foot pedal and headphones required that was purchased earlier*). No books required

1/13-2/17	
5/7-6/6	Next Dates to be announced

HSC 1556 070 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. No books required (*foot pedal and headphones required that was purchased earlier*).

2/22-3/29	
6/9-7/7	Next dates to be announced

HSC 1520 070 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.

3/30-4/18	
6/9-7/7	

****HSC 1560 070 Medical Transcription Internship (100hr) XPHH 528**

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

11/30/09-01/22/10	
Next dates to be announced	

Visit our web sites
www.yorktech.com/alliedhealth
www.yorktech.com/cj

Books- see next page

Books for the Medical Transcription Program

If books are needed for your course, please follow the directions below.

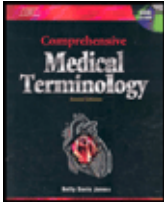
1- They may also be purchased from York Technical College bookstore. Call 803 327 8011 or 1 800 922 TECH ext. 8011 to place your order.

2- They may be purchased at www.mbsdirect.net. College is Trident and scroll to "Current Selected Course ID List. Please order your books at least 7-10 days before the course starts so you will have them for the course.

TERM I

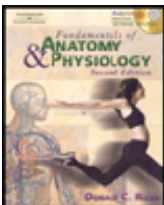
1. HSC 1169 Introduction to Continuing Education Online Learning (10 hrs) XPHH 568
No Book Required.

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



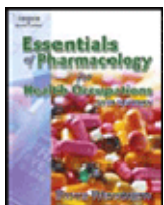
[Comprehensive Medical Terminology / With CD and Webtutor](#)
Jones, Betty Davis

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



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

4. HSC 1146 Pharmacology (36 hrs) XPHA 538



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

Required

USB Foot Pedal-
Head phones.



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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