Medical Transcriptionist Diploma - 32 credits
Program Area: Administrative Support Careers - Medical (Fall 2018)

***REMEMBER TO REGISTER EARLY***

Program Description
The Medical Transcriptionist program prepares graduates for entry-level positions in the field of medical transcription. An individual trained in medical transcription may pursue a career in a hospital setting, clinic, physician office, long-term care setting, home health care, and specialty settings or even in the home.

Program Outcomes
- Plan and produce professional written business correspondence and medical correspondence using correct English and proofreading skills
- Demonstrate keyboarding production proficiency
- Transcribe mailable dictated medical reports and documents using correct medical transcription skills
- Demonstrate ability to correctly spell, define, and pronounce medical office terminology and/or abbreviations
- Demonstrate proficiency with drug reference books
- Exhibit ethical behavior, a positive self-image, and professional conduct

Required Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSC 1415</td>
<td>Keyboarding I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1419</td>
<td>Business English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1610</td>
<td>Medical Office Terminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1611</td>
<td>Medical Office Procedures I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1621*</td>
<td>Medical Office Anatomy and Physiology I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1420</td>
<td>Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1612*</td>
<td>Medical Office Procedures II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1622*</td>
<td>Medical Office Anatomy and Physiology II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1625*</td>
<td>Medical Machine Transcription</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ADSC 1715</td>
<td>Word Processing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADSC 1718</td>
<td>Keyboarding Drills</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 32
*Requires a prerequisite or a concurrent course

Pre-program Requirements
Successful entry into this program requires basic computer skills and a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:
- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 OR equivalent course or higher. ENGL/READ 0955 may be taken concurrently.

For interpretation of test results and selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the professional advising team at pat@lsc.edu or 218-733-7601
Medical Transcriptionist Diploma - 32 credits
Program Area: Administrative Support Careers - Medical (Fall 2018)

***REMEMBER TO REGISTER EARLY***

For more information about the Medical Transcriptionist Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities, see program website: https://degrees.lsc.edu/medical-transcriptionist/

- or -

Contact Faculty Advisor, Barb Struck: b.struck@lsc.edu or 218-733-5998

CIP Code: 51.0708
Minnesota State Program ID: 13-034-2016
LSC Major ID: 5775
Created: 3/1/05
AASC Approval: 5/6/15
Updated: 3/1/18

All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners. This is not a contract; Lake Superior College reserves the right to change the planner as necessary. This document is available in alternative formats upon request, by contacting Disability Services, disabilityservices@lsc.edu or (218) 733-7650 or MRS/TTY (800) 627-3529.