



Medical Transcriptionist Diploma – 32 credits

Program Area: Administrative Support Careers – Medical (Fall 2016)

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

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



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