

**Medical Transcription**

CERTIFICATE OF ACHIEVEMENT (CA)

**LIMITED ENTRY**

REQUIRED CREDITS: 31

DEGREE CODE: MEDTRN-CT

This is a limited-entry program. Some of these courses are program prerequisites and MUST be completed before a student is considered eligible for entry into the Program. Students MUST attend a Health Programs orientation and meet with a Health Programs advisor for additional advisement.

**DESCRIPTION**

The transcription program prepares students to become a medical language specialist who is highly skilled in transcribing medical dictation detailing a patient's health care. As an indispensable part of the health care team, the medical transcriptionist produces medical reports which become permanent records of medical, scientific, and legal value. The Medical Transcriptionist works in hospitals, clinics, medical research and teaching centers, as well as in private medical offices of physicians and surgeons. Recipients of the Certificate of Achievement in Medical Transcription have met the minimum competencies for the American Association for Medical Transcription. Students may apply to take the certification exam to become a Certified Medical Transcriptionist (CMT).

**STUDENT LEARNING OUTCOMES**

- Demonstrate entry level competencies in medical transcription as published by American Association for Medical Transcription.
- Demonstrate skills and abilities necessary to find employment in the field.
- Demonstrate knowledge, skills, and entry level competencies needed to gain employment as a medical transcriptionist.

**PLEASE NOTE** - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

**GENERAL EDUCATION REQUIREMENTS (3 CREDITS)****COMMUNICATIONS (3-5 credits)**

ENG 100 or 101 or 113

**SPECIAL PROGRAM REQUIREMENTS (28 CREDITS)**

COT 200	Word Processing I	3
ENG 107	Technical Communications I	3
HHP 123B	Introduction to the Human Body	4
HIT 118B	Language of Medicine	3
HIT 119B	Introduction to Pharmacology and Laboratory Tests	2
HIT 120B	Medical Transcription I	4
HIT 122B	Medical Transcription II	5
HIT 165B	Pathophysiology	4

Computation included in HIT 119B

Human Relations included in HIT 122B

**FULL-TIME STUDENT DEGREE PLAN***Add more semesters to modify this plan to fit part-time student needs.***FIRST SEMESTER**

	Credits
Complete Communications (see courses this page)	3-5
COT 200 Word Processing I	3
HHP 123B Introduction to the Human Body <sup>1</sup>	4
HIT 118B Language of Medicine	3
HIT 120B Medical Transcription I	4
<b>TOTAL CREDITS</b> .....	<b>17-19</b>

**SECOND SEMESTER**

	Credits
ENG 107 Technical Communications I	3
HIT 119B Introduction to Pharmacology and Laboratory Tests	2
HIT 122B Medical Transcription II	5
HIT 165B Pathophysiology	4
<b>TOTAL CREDITS</b> .....	<b>14</b>

**DEGREE PLAN TOTAL CREDITS**..... **31-33**<sup>1</sup>BIOL 223 can be taken in lieu of HHP 123B.

Upon successful completion of the Medical Transcription Program and graduation from CSN, graduates can apply and sit for the transcription credentialing exams.

- NOTE**
- Course numbers with the "B" suffix may be non-transferable for a NSHE baccalaureate degree.
  - Course numbers with the "H" suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit [www.csn.edu/honors](http://www.csn.edu/honors).
  - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
  - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

