

Medical Transcription

27-credit Technical Diploma

About the Program

Gain the necessary skills to transcribe dictated medical reports: office chart notes, physical examinations, letters, admission notes, emergency department notes, operative reports, laboratory notes and discharge summaries through this technical diploma. Medical transcriptionists transcribe reports from a variety of medical specialties.

The American Association of Medical Transcription offers a certification exam for those wishing to be Certified Medical Transcriptionists. WCTC's program has been designed to prepare students to take this exam.

Potential Job Titles

- Medical Transcriber
- Medical Transcriptionist
- Medical Secretary/Transcriptionist

Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options
- Complete typing test with 40 words per minute and 97% accuracy
- View online informational meeting and schedule a Program Planning Session (PPS) with program counselor

For more information, call 262.691.5200.

Required Courses

Credits

First Semester

106-158	Intro to Word Processing	3
106-364	Medical Transcription I	3
501-101	Medical Terminology	3
501-104	Healthcare Customer Service	2
509-302	Human Body in Health & Disease	3
Total semester credits		14

Second Semester

106-105	Doc Processing and Editing	3
106-367	Medical Transcription II	5
509-164	Advanced Medical Terminology	2
509-308	Pharmacology for Allied Health	2
509-309	Medical Law/Ethics/Professionalism	1
Total semester credits		13

Must demonstrate keyboarding proficiency at 35wpm prior to acceptance into program. A grade point of 2.0 (C) or better is required in all courses to complete the program. Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at www.wctc.edu.

Medical Transcription Required Courses

106-105 Doc Processing and Editing	3	Develop listening, proofreading, and language skills, including word usage, spelling, and punctuation. Learn to format documents and edit and proofread work from various business and professional areas. Produce accurate letters, memoranda, tables, and reports from dictation. Gain proficiency in voice recognition software. Prerequisites: Keyboarding 35 WPM	definitions, and pronunciations. Become familiar with the operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
106-158 Intro to Word Processing	3	Learn and practice word processing formatting that can be used to efficiently create documents. Study ergonomic workstations and how the document cycle flow helps to create a productive employee. Prerequisites: 40 WPM	
106-364 Medical Transcription I	3	Learn the formats and procedures needed to prepare medical documents, and build proofreading and editing skills. Prerequisites: Typing test 40 WPM and 97% accuracy and 501-101 Medical Terminology (or concurrent) or 509-160 Medical Terminology (or concurrent) and 106-158 Intro to Word Processing (or concurrent); or Typing test 40 WPM and 97% accuracy and 510-314 Language of Anatomy (or concurrent) and 106-158 Intro to Word Processing (or concurrent)	501-104 Healthcare Customer Serv. 2 Discuss the principles of customer service used by healthcare workers, including confidentiality, professionalism, and written and oral communication skills. Investigate healthcare systems, safety standards, and work force dynamics.
106-367 Medical Transcription II	5	Integrate previously learned skills in medical terminology, transcription, word processing, and general medical knowledge into the further development of refined transcription skills. Use word processing on personal computers to focus on those documents in the health care setting. Prerequisites: 106-320 INTRO TO WP and 106-364 Medical Transcription I; or 106-158 Intro to Word Processing and 106-364 Medical Transcription I	509-164 Adv Med Term 2 Use the word-building system to expand knowledge of medical terminology, and become familiar with a variety of report forms used in the medical profession. Prerequisites: 509-360 MED TERM or 509-160 Medical Terminology or 510-314 Language of Anatomy or 501-101 Medical Terminology
501-101 Medical Terminology	3	Develop an understanding of medical terminology by breaking related words into prefixes, root words, and suffixes. Practice the formation, analysis, and reconstruction of terms, and learn correct spellings,	509-302 Human Body in Health & Disease 3 Study normal body structure and function as well as the causes, signs, and symptoms of diseases of the major body systems, as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. Prerequisites: 501-101 Medical Terminology (or concurrent); or 510-314 Language of Anatomy; or 509-160 Medical Terminology; or 509-361 Advanced Medical Terminology; or 509-164 Adv Med Term (or concurrent) or 509-360 MED TERM
			509-308 Pharmacology for Allied Health 2 Learn how to classify medications into correct drug categories and to use basic pharmacology principles. Apply the basic pharmacodynamics used in the identification, preparation, and administration of common medications.
			509-309 Medical Law, Ethics & Profess 1 Explore the concept of professionalism, and learn how to perform within ethical and legal boundaries in the health care setting. Practice maintaining confidentiality, examine legal aspects of medical records, perform risk management procedures, and examine legal and bioethical issues.