

# Medical Transcription - CAS

## Certificate of Applied Science Degree

Gainful Employment Programs Information (<http://www.gfcmsu.edu/webs/gepi/medtranscript.html>)

### NOTE: This program is in moratorium and will not be accepting new students.

Medical Transcriptionists are part of a healthcare team, working primarily with medical documents and reports. The College currently both offers a Certificate of Applied Science program and an Associate of Applied Science (<http://catalog.gfcmsu.edu/archive/2017-2018/academic-programs/medical-billing-transcription>) degree. Both programs provide students with skills and knowledge necessary to perform as entry-level transcriptionists.

#### Outcomes

### Graduates are prepared to:

- Use medical language appropriately and understand anatomy, physiology, pharmacology, pathophysiology, laboratory tests, and diagnostics tests.
- Spell, proofread, and use correct grammar, punctuation, and syntax in medical reports.
- Understand HIPPA and follow guidelines to protect patient confidentiality and patient records.
- Transcribe, format, and edit the most common medical reports: progress notes, history and physical reports, consultations, discharge summaries, and operative reports.
- Use medical references appropriately and efficiently, particularly the Book of Style.

#### Estimated Cost

### Estimated Resident Program Cost\*

Tuition and Fees	\$5,582
Application Fee	\$30
Books/Supplies	\$2,374
<b>Total</b>	<b>\$7,986</b>

\* **Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website** (<http://students.gfcmsu.edu/insurance.html>) **and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.**

#### Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total

number of program credits. Students should review their math and writing placement before planning out their full program schedules.

## GFC MSU Additional Graduation Requirement

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Course	Title	Credits	Grade/Sem
<b>First Year</b>			
<b>Fall</b>			
AHMS 144	Medical Terminology +	3	_____
AHMS 255	Medical Transcription I **+	3	_____
BIOH 112	Human Form and Function I +	4	_____
CAPP 131	Basic MS Office +	3	_____
Select one of the following:			
M 090	Introductory Algebra **+	4	_____
M 108	Business Mathematics **+	4	_____
<b>Credits</b>		<b>17</b>	

<b>Spring</b>			
AHMS 158	Legal & Rgltry Aspcts Hlthcare **+	3	_____
AHMS 201	Medical Science **+	3	_____
AHMS 256	Medical Transcription II **+	3	_____
HTH 180	Pharmaceuticals for HC Provdrs +	1	_____
WRIT 122	Intro to Business Writing **+	3	_____
Select one of the following:			
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
<b>Credits</b>		<b>16</b>	

<b>Second Year</b>			
<b>Fall</b>			
AHMS 108	Health Data Content & Struct **+	3	_____
CAPP 154	MS Word **+	3	_____
HIT 265	Electr Health Rec in Med Prac **+	3	_____
<b>Credits</b>		<b>9</b>	
<b>Total Credits</b>		<b>42</b>	

\* Indicates prerequisites needed.

\*\* Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.

## Transition to the Associate of Applied Science (AAS) Degree

The Medical Transcription Certificate program is designed to train entry-level Medical Transcriptionists. The curriculum can be completed online so that students across the state can take advantage of this opportunity. However, the Medical Transcription profession is complex, and students should recognize the need for continuing education, even as they begin their careers. The Associate of Applied Science degree in Medical Transcription (<http://catalog.gfcmsu.edu/archive/2017-2018/academic-programs/medical-billing-transcription>) provides that opportunity.

All courses from the certificate program transfer into the AAS program. Students who continue into the AAS degree program in Medical Transcription must take an additional semester of Anatomy and Physiology to increase their understanding of human body structures and functions. In addition,

students in the AAS program have the opportunity to increase computer skills, understand the entire medical record, and expand English skills -- all essential to their continued success as Medical Transcriptionists. Students should discuss their long-term goals with the Program Director to determine the best course of study. The AAS degree can also be completed online.