

# Medical Transcription - AAS

## Associate of Applied Science Degree

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

Medical Transcriptionists are part of the healthcare team, working primarily with medical documents and reports. Upon completion of the program, students have the skills and knowledge necessary to perform as entry-level transcriptionists.

### Outcomes

### Graduates are prepared to:

- Use current word processing software efficiently and effectively, including developing and utilizing macros and shortcuts.
- Use medical language appropriately and understand anatomy, physiology, pharmacology, pathophysiology, laboratory tests, and diagnostic 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 reports for a variety of specialty areas, thereby increasing understanding of medical language and procedures for those specialty areas.
- Practice transcribing reports from doctors who are not native English speakers.
- Use medical references appropriately and efficiently, particularly the Book of Style.

### Estimated Cost

### Estimated Resident Program Cost\*

Tuition and Fees	\$6,779
Application Fee	\$30
Books/Supplies	\$3,308
<b>Total</b>	<b>\$10,116</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.

TASK 090 Introductory Keyboarding is recommended for students with keyboarding skills less than 45 wpm.

## 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 105	Health Care Delivery +	2	_____
AHMS 144	Medical Terminology +	3	_____
AHMS 255	Medical Transcription I +	3	_____
CAPP 131	Basic MS Office +	3	_____

Select one of the following:

M 090	Introductory Algebra **.+	4	_____
M 108	Business Mathematics **.+	4	_____

**Credits 15**

### Spring

AHMS 256	Medical Transcription II *.+	3	_____
BIOH 112	Human Form and Function I +	4	_____
CAPP 154	MS Word *.+	3	_____
HTH 180	Pharmaceuticals for HC Provdrs +	1	_____
WRIT 122	Intro to Business Writing **.+	3	_____

**Credits 14**

### Second Year

#### Fall

AHMS 108	Health Data Content & Struct *.+	3	_____
AHMS 109	Disease Concepts *.+	2	_____
AHMS 201	Medical Science *.+	3	_____
AHMS 257	Medical Transcription III *.+	3	_____
BIOH 113	Human Form and Function II *.+	3	_____

**Credits 14**

#### Spring

AHMS 106	Healthcare Professional +	2	_____
AHMS 118	Hlth Care Personnel & Supervsn +	2	_____
AHMS 158	Legal & Rgltry Aspcts Hlthcare *.+	3	_____
AHMS 258	Medical Transcription Practicu *.+	3	_____
HIT 265	Electr Health Rec in Med Prac +	3	_____
HTH 150	Personal Health and Fitness +	2	_____

Select one of the following:

PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____

**Credits 18**

**Total Credits 61**

\* Indicates prerequisites needed.

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

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