

**HEALTH INFORMATION TECHNOLOGY:  
MEDICAL TRANSCRIPTION**

Career Studies Certificate

**MEC**

*Purpose:* This program prepares students to transcribe medical reports typically encountered in a health care organization through the machine transcription process. Students will practice the transcription of medical dictation incorporating English usage and transcription skills, medical knowledge; proofreading and editing skills are needed to meet progressively demanding accuracy and productivity standards. This is a 1 year certificate program.

*Additional Admission Requirements:* Entrance requirements include a high school diploma with one unit of high school level Science (preferably Biology), and satisfactory score on the NVCC placement/assessment test to qualify students for English 111. Evidence of good physical and mental health must be demonstrated by submission of a physical exam form and CPR certification is required. Both must be completed before the start of clinical experience.

*Career Information:* A medical transcriptionist interprets oral dictation by physicians and other health care professionals and records the content in a written form (either print or electronic), while editing simultaneously to produce a grammatically correct document. The dictation is commonly related to patient assessment, workup, diagnostic and therapeutic procedures, treatment and clinical course, prognosis, and patient instructions. The resulting documentation is the record of patient care that is necessary to facilitate delivery of healthcare services.

<b>One Year</b>		<b>Credits</b>
<b>1st Semester</b>		
ENG	111 College Composition I	3
HIT	111 Medical Terminology I	3
HIT	121 Medical Transcription I	4
NAS	150 Human Biology	<u>4</u>
<b>Total</b>		<b>14</b>
<b>2nd Semester</b>		
HIT	122 Medical Transcription II	4
HIT	196 On-Site Training	3
HIT	260 Pharmacology for Health Information Technology	<u>2</u>
<b>Total</b>		<b>9</b>

**Total credits for the Medical Transcription Career Studies Certificate = 23.**

**All first-time students must take a one-credit Student Development (SDV) course prior to enrolling in their 16<sup>th</sup> credit at NVCC.**

**Students must complete NAS 150 with a C or better.**