

**Northern Virginia Community College 2008-2009 Catalog
Medical Education - Allied Health and Nursing Curricula**

HEALTH INFORMATION MANAGEMENT:

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. 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.

Admission Requirements:

Students must:

- Comply with all General Admission Requirements for Allied Health Programs.
- Provide a high school diploma with one unit each of high school level Science (preferably Biology).
- Earn a satisfactory score on the NOVA placement/assessment test to qualify students for English 111.
- Provide evidence of good physical and mental health by submitting a physical exam form and CPR certification. Both must be completed before the start of clinical experience.

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

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 16th credit at NOVA.

Students must complete NAS 150 with a C or higher.