

## MEDICAL TRANSCRIPTIONIST Diploma Program

**I. RCTC General Education: Allied Studies Requirements ..... 7 Credits**

**Goal 12: Computer/Information Literacy ..... 3 cr**

BTEC 1320	Word Processing I	3 cr
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**Goal 13: Career and Personal Development ..... 4 cr**

ENGL 1630	English Grammar for Careers	3 cr
BTEC 2870	Employment Strategies	1 cr

**II. Professionally-Related Business Requirements ..... 28 Credits**

BTEC 1220	Human Relations in Organizations	3 cr
BTEC 1600	Intro to Medical Terminology	2 cr
BTEC 1650	Quality Issues for Medical Transcription	2 cr
BTEC 1670	Medical Transcription I	3 cr
BTEC 1680	Medical Transcription II	3 cr

Computer Courses – Choose one of the following options:		
Option 1:		
BTEC 2355	Microcomputer Applications with PowerPoint	4 cr
Option 2:		
BTEC 2350	Microcomputer Business Applications	3 cr
<b>AND</b>		
BTEC 2450	PowerPoint	1 cr
BTEC 2460	Computer Voice Technology	1 cr
HIMC 2620	Pathophysiology and Pharmacology I	3 cr
HIMC 2630	Pathophysiology and Pharmacology II	3 cr
BTEC 2650	Medical Office Procedures	3 cr
BTEC 1001	Online Learning and Computing	1 cr

**NOTE: KEYBOARDING PREREQUISITE:** Students entering this program must be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

**TOTAL ..... 35 Credits**

**Medical Transcription Diploma Course Sequence**

<b>Semester I</b>		<b>Semester II</b>	
*BTEC 1030	1 cr	BTEC 1680	3 cr
BTEC 1001	1 cr	BTEC 1220	3 cr
BTEC 1320	3 cr	BTEC 2350	3 cr
BTEC 1600	2 cr	BTEC 2450	1 cr
BTEC 1650	2 cr	BTEC 2460	1 cr
BTEC 1670	3 cr	HIMC 2630	3 cr
HIMC 2620	3 cr	BTEC 2650	3 cr
ENGL 1630	<u>3 cr</u>	BTEC 2870	<u>1 cr</u>
TOTAL	17 cr	TOTAL	18

\*This course is recommended for students keyboarding less than 55 w.p.m.

**For more information contact:**

[http://www.rctc.edu/counseling\\_career\\_center/pdf/AdvisorList-2008-09.pdf](http://www.rctc.edu/counseling_career_center/pdf/AdvisorList-2008-09.pdf)

Note: Course descriptions are available on the online catalog site located at <http://www.rctc.edu/catalog/index/html>

**Purpose:** This is an intensive program for medical transcription training. It stresses extensive building of medical terminology and a highly developed skill in medical transcription as well as general office skills and technology training. Medical letters to referring physicians, along with reports on the medical record regarding the patients' examinations, operations, and tests are emphasized. Students will learn how diseases affect the body and which drugs and other treatments are used to treat illnesses. Students will be trained for transcriptionist and office support positions in medical offices, clinics, hospitals, insurance companies, and firms who provide medical supplies and equipment.

Implemented: Fall 2009

Revised: 04/20/2009

Reviewed: 4/2009

**For more information contact:**

[http://www.rctc.edu/counseling\\_career\\_center/pdf/AdvisorList-2008-09.pdf](http://www.rctc.edu/counseling_career_center/pdf/AdvisorList-2008-09.pdf)