

Medical Transcription

Course Specifications

Course Length: **Mondays** 12:00pm – 4:00pm for 16 weeks. – Petoskey Location
Wednesdays, 6:00pm – 10:00pm for 16 weeks - Traverse City Location
Prerequisites: Medical Terminology
Course Cost: \$995.00

What's in Medical Transcription:

This program will prepare students for medical transcription at a clinic or hospital by providing a comprehensive background in medical transcription. Students receive hands-on experience transcribing hospital reports, chart notes, referral letters, discharge summaries, and other medical documents. Students will learn to use a foot-pedal to play the transcription from a CD or tape. All students will learn to use many reference materials, including Internet searches, abbreviations books, nursing drug guides, medical dictionaries, and online dictionaries.

Course Content

Fundamentals of Medical Transcription

- Medical Fundamentals
- Perspectives on Medical Transcription
- Style Guide

The Practice of Medical Transcription

- Dermatology
- Urology
- Gastroenterology
- Cardiology
- Pulmonary Medicine
- Endocrinology
- Orthopedics
- Obstetrics and Gynecology
- Otorhinolaryngology
- Ophthalmology
- Neurology
- Psychiatric
- Pathology
- Radiology