

Medical Transcriptionist

Certificate of Proficiency

44 Credits

This certificate program provides students an opportunity to develop essential medical transcription skills. After completing this program, students will be qualified to secure employment as a medical transcriptionist in an entry level 1 position. Students in this program must complete all required classes with a grade of 2.0 or higher. Many of these credits may be applied to other Business Education degree programs. Students may enter this program at the beginning of any quarter.

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<u>Dept./No.</u>	<u>Course Title</u>	<u>Credits</u>
* Keyboarding skill demonstrated at 70 wpm during a 5-minute typing test with 5 or less errors		
AP 100 or AP 102 or AP 103	Survey of Human Anatomy-Physiology or Bringing Anatomy and Physiology to Life or Essentials of Human Anatomy-Physiology 1	5
Bus E 100	Fundamentals of Computers	5
Bus E 112	Beginning Word	5
Bus E 122	Medical Machine Transcription	5
Bus E 123	Advanced Medical Machine Transcription	5
Bus E 124	Medical Transcription Production	5
Bus E 126	Pharmaceutical Basics	2
Bus E 245	Medical Office Procedures	5
Bus E 130 or Engl 105	Business Correspondence or Grammar and Usage	5
Engl 108	Medical Terminology	2
Electives:		
† Bus E 101	Beginning Typing/Keyboarding	(5)
† Bus E 102	Intermediate Keyboarding	(5)
* Bus E 107	Typing Speed and Accuracy 1	(4)
* Bus E 108	Typing Speed and Accuracy 2	(4)
Bus E 111	Personal Computing	(3)
Bus E 115	Professional Image Building	(1)
Bus E 127	Overview of Human Diseases for Non-Clinicians	(3)
Bus E 130	Business Correspondence	(5)
Bus E 132	Business Communication Applications	(5)
Bus E 145	ICD Medical Coding	(5)
Bus E 146	CPT Medical Coding	(5)
Bus E 150	Introduction to Windows	(3)

Bus E 177 and Coop 171	Business Education Work Experience 1 and Work Experience Seminar	(5) (1)
Bus E 214	Introduction to Information Security	(5)
Bus E 255	Advanced Word	(5)
Bus E 266	Inside Microsoft Office	(5)
Engl 105	Grammar and Usage	(5)

† *Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.*

* *Student unable to meet the minimum typing speed requirement for the certificate may take Bus E 107 and 108 to fulfill the typing test requirement.*

Students may choose the advanced computer applications course as an alternative to the introductory application course requirement such as Bus E 255 in place of Bus E 112; Bus E 266 in place of Bus E 100.

An internship opportunity is available to interested students who choose to take Bus E 177 and Coop 171. Thirty hours of work equals 1 credit.