



INFORMATION TECHNOLOGY - HEALTH CARE (232)

Medical Transcriptionist (Certificate)

ABOUT OUR PROGRAM

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

NATURE OF WORK AND EMPLOYMENT

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

Mr. Scott Anderson, Dean of Business & Technology
 Ms. Denise Johnson, Information Systems Faculty
 Student Advisor

Required Courses 32 Sem. Hours

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| * BUSN | 141 | Business Communications (or COMM 101 or ENGL 121) | 3 |
| * INFT | 131 | Beginning Microsoft Word | 1 |
| * INFT | 132 | Intermediate Microsoft Word | 1 |
| * INFT | 133 | Advanced Microsoft Word | 1 |
| * INFT | 140 | Beginning Excel | 1 |
| * INFT | 145 | Beginning Access | 1 |
| ITHC | 101 | Medical Terminology I | 1 |
| * ITHC | 102 | Medical Terminology II | 1 |
| * ITHC | 103 | Medical Terminology III | 1 |
| * ITHC | 155 | Medical Transcription | 2 |
| * ITHC | 157 | Advanced Medical Transcription | 3 |
| * ITHC | 220 | Anatomy for Information Technology | 3 |
| OCED | 250 | Career Seminar | 1 |
| * OFFT | 151 | Keyboarding/Formatting I | 4 |
| * OFFT | 156 | Keyboard Speed & Accuracy | 1 |
| * OFFT | 161 | Proofreading | 1 |
| * OFFT | 162 | Pre-Transcription Skills | 1 |
| * OFFT | 163 | Machine Transcription | 1 |
| * OFFT | 255 | Office Procedures | 4 |

Total Hours 32

* Course has a prerequisite. See course descriptions.