

Medical Transcriptionist-Advanced Certificate

Certificate Number 90-530-5

Description:

The Medical Transcriptionist Certificate is designed to deliver entry-level training to students for employment in all types of healthcare organizations or self-employment. Transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. The Medical Transcriptionist Basic Certificate is a prerequisite to this certificate. The Medical Transcriptionist Advanced Certificate builds on prior learning to add additional skills and a clinical experience.

Requirements for Certificate Entry:

- Ability to type 45-50 words per minute with five or less errors in five minute timing on a keyboarding test. Testing is available in our Assessment Center for a fee.
- High school graduate.
- Completion of Medical Transcriptionist-Basic certificate.

Prior to taking course 10-530-123 Medical Transcription-Clinical, the following requirements must be met:

- NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into health programs, must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.
- Complete physical examination within three months before entering certificate and maintain current immunization information.

Special Note:

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

Certificate Completers Will be Able to:

- Appropriately edit, recognize, and revise inconsistencies and inaccuracies in dictation, without altering the meaning of dictation or changing the author's style.
- Produce a final, neat, error-free transcript.
- Increase transcription speed and productivity throughout the course.
- Demonstrate appropriate ergonomic habits.
- Explain quality versus quantity in medical transcription.

Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-182 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Human Diseases for Hlth Prof... This course focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)	3
10-530-122 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Medical Transcription 2... advanced transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards.(Prerequisite: 10-530-121, Medical Transcription 1)	4
10-530-123 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Medical Transcription-Clin... consists of supervised on-the-job experience working in a healthcare facility(s), physician office, or transcription business under the supervision of a qualified and experienced medical transcriptionist. (Prerequisite: 10-530-122, Medical Transcription 2)	2
<i>Certificate Total</i>		9

For more information, please contact: The Health Sciences Division, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu