

MEDICAL OFFICE TECHNOLOGY CERTIFICATE

One of the most fascinating of the allied health careers is that of a medical transcriptionist. These specialists in medical language work in a variety of settings, including hospitals, physician offices, laboratories, medical transcription services, insurance companies and medical libraries. Students produce healthcare records by transcribing and editing dictated reports using the full support of the latest computer technology. This career offers intellectual challenges, financial rewards and convenient work schedules.

One of the goals of MacCormac’s Medical Office Technology Certificate Program is to prepare students for entry-level employment by providing fundamental knowledge, understanding and skills required to transcribe medical dictation with speed and accuracy. Extensive laboratory time is spent producing medical records from actual physicians’ dictation.

Medical Office Technology Learning Outcomes

Medical Office Technology Graduates should be able to:

- Effectively communicate with medical professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the medical field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time medical applications

Medical Transcription Certificate (30 credit hours):

	Cr. Hrs.
CIS1150	Introduction to Business Computing 3
ENG1010	College Composition I 3
MED1010	Medical Transcription I 3
MED1020	Medical Transcription II 3
MED1030	Human Diseases 3
MED1050	Principles of CPT Coding 3
MED1070	Medical Coding--ICD-9 3
MED1090	Medical Billing & Reimbursement 3
MED1100	Anatomy & Physiology 3
MED1660	Medical Terminology 3
Total Credits	30

**MEDICAL OFFICE TECHNOLOGY MAJOR
Leading to the
Associate of Science Degree**

One of the most fascinating of the allied health careers is that of a medical transcriptionist. These specialists in medical language work in a variety of settings, including hospitals, physician offices, laboratories, medical transcription services, insurance companies and medical libraries. Students produce healthcare records by transcribing and editing dictated reports using the full support of the latest computer technology. This career offers intellectual challenges, financial rewards and convenient work schedules.

One of the goals of MacCormac's Medical Office Technology Program is to prepare students for entry-level employment by providing fundamental knowledge, understanding, and skills required to transcribe medical dictation with speed and accuracy. Extensive laboratory time is spent producing medical records from actual physicians' dictation.

Medical Office Technology Learning Outcomes

Medical Office Technology Graduates should be able to:

- Effectively communicate with medical professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the medical field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time medical applications

		Cr. Hrs
MED1010	Medical Transcription I	3
MED1020	Medical Transcription II	3
MED1030	Human Diseases	3
MED1050	Principles of CPT Coding	3
MED1070	Medical Coding--ICD-9	3
MED1090	Medical Billing & Reimbursement	3
MED1100	Anatomy & Physiology	3
MED1660	Medical Terminology	3
ACCT1050	Financial Accounting Principles I	3
LAW1600	Business Law	3
BUS1200	Introduction to Business	3
CIS1150	Introduction to Business Computing	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
OT1810	Document Formatting	3
PHIL2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Medical Office Technology Degree		61