

## **MEDICAL TRANSCRIPTION (MRMT)**

The Medical Transcription programs a Certificate program that requires completion of specialty as well as academic course. Entry admission requirements include a minimum keyboard speed of 50 wpm; good grammar, punctuation and vocabulary skills; and 12th grade reading and writing skill levels.

The program offerings include plans leading to two (2) Certificate of Completion.

Prerequisite courses are offered on a regular semester basis and are required to provide the well-rounded foundation and knowledge necessary to perform as a medical transcriptionist. The prerequisite courses and skills focus on medical terminology, anatomy and physiology, English usage and keyboarding skills essential to perform medical transcription.

The Medical Transcription (MRMT) specialty courses offer instruction in theory as well as practice in transcription of reports. The student will utilize technology, software, and equipment, including word processing and transcription software, to learn essential transcription techniques. Each MRMT specialty course progresses the student to a more advanced level of transcription performance, including transcription of actual reports provided by local facilities in an online as well as clinical setting.

The Medical Transcription specialty courses are offered as competency-based instruction. Specialty courses are offered in an online environment and provide students flexibility in completion of required online assignments. Software, technology, and equipment required for MRMT specialty courses provide for completion of all course work at remote site locations, such as home or office.

Employment opportunities are excellent and exist in a variety of healthcare settings.

Students pursuing a major in Medical Transcription must submit a formal application prior to enrollment in any major course. This application is separate from the application for admission to the College. All applicants must have a 12th grade reading and writing level for admission into the certificate of completion programs.

All students will be required to have a criminal background check and drug screening before final acceptance into the Medical Transcription program. Both **MUST** be completed prior to enrollment into the first semester of the program or prior to beginning first clinical rotation. Random drug screening can be requested at anytime deemed necessary by a clinical site, clinical instructor, or faculty member of a program. All students must understand that a clinical site may require drug screening prior to the start of each new semester. The individual cost for drug screens and criminal background check will be provided by the program director. All students are required to have up to date immunizations on file with the program. Proof of immunizations must be submitted by the end of the first semester in the program or prior to beginning the first clinical. Immunization include:

- DP
- MMR
- Hepatitis A
- Hepatitis B
- TB
- Chicken Pox

A student transferring from another college must submit an official transcript. Courses taken ten (10) or more years prior to a student's last enrollment at the College will not count as semester credit hours towards the degree or certificate of completion.

Graduation, registration and certification are separate mechanisms and are the responsibility of the student.

Section 8. Academic Programs 219

All courses within each HIS program must be taken in sequence. Non-major courses can be taken any semester. All courses within the curricula must be completed with a grade of "C" or better.

All major courses (HITT and MRMT) are only offered as an online option.

**CERTIFICATE OF COMPLETION  
SPECIALTY MEDICAL TRANSCRIPTIONIST - OPTION I (2696)**

TOTAL CREDIT HOURS REQUIRED: 14-18

	Major	Gen. Educ.	Elective
<b>Prerequisites:</b>			
HITT 1305 Medical Terminology -----			3
BIOL 2404 Human Anatomy and Physiology <b>OR</b>			
BIOL 2401* and BIOL 2402* -----			4 or 8
<b>First Semester</b>			
MRMT 1311 Computers in Healthcare -----			3
MRMT 1407 Medical Transcription Fundamentals -----			4
<b>TOTAL CREDIT HOURS:-----</b>			<b>10 ----- 4 or 8</b>

**\*Both must be completed in lieu of BIOL 2404 to satisfy program.**

*Graduates of the above certificate are prepared for an entry level position. This requires basic knowledge and understanding of medical terminology; anatomy and physiology; transcription of dictation of a repetitive or patterned nature; and English and grammar usage.*

**CERTIFICATE OF COMPLETION  
GENERAL MEDICAL TRANSCRIPTIONIST - OPTION II (2695)**

TOTAL CREDIT HOURS REQUIRED: 28-32

	Major	Gen. Educ.	Elective
<b>Prerequisite:</b>			
HITT 1305 Medical Terminology -----			3
BIOL 2404 Human Anatomy and Physiology <b>OR</b> -----			4
BIOL 2401* and BIOL 2402* -----			4 or 8
<b>First Semester</b>			
MRMT 1311 Computer in Healthcare -----			3
MRMT 1407 Medical Transcription Fundamentals -----			4
<b>Second Semester</b>			
HITT 1349 Pharmacology -----			3
HITT 2331 Medical Terminology - Advanced -----			3
MRMT 2433 Advanced Medical Transcription -----			4
<b>Third Semester</b>			
MRMT 2462 Clinical -----			4
<b>TOTAL CREDIT HOURS:-----</b>			<b>24 ----- 4 or 8</b>

**\*Both must be completed in lieu of BIOL 2404 to satisfy program.**

*Graduates of the above certificate are prepared for an intermediate position. This requires in-depth knowledge of medical terminology; anatomy and physiology; transcription guidelines; interpretation of dictation; english and grammar usage. Upon completion of the above certificate students may consider pursuit of national certifying examinations administered by the American Association of Medical Transcription (AAMT - [www.aamt.org](http://www.aamt.org)) (RMT and/or CMT).*