

# Medical Transcription – Health Records

## Program Outline

**Major:** MDTR

**Length:** 1 Year

**Delivery:** 2 Semesters

**Credential:** Ontario College Certificate

**Effective:** 2018-2019

**Location:** Varies

**Start:** Varies (Varies)

### Description

This program provides students with the essential elements of medical science, communications skills, and transcription techniques. Students gain the theoretical and practical knowledge required to meet the needs of the medical community for skilled medical transcriptionists. Students work with case studies in order to apply theoretical knowledge to the accurate transcription of complex medical reports and correspondence generated by a variety of medical specialties.

### Career Opportunities

Graduates of this program may find medical transcriber employment opportunities in areas such as hospital departments, medical clinics, private practices, community facilities, physicians' offices, and online transcription companies.

### Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- accurately transcribe original medical dictation;
- use correct English by sourcing appropriate resources in order to apply the rules of proper grammar, punctuation, spelling, and sentence structure;
- operate dictation, transcription, and word processing equipment;
- use medical terminology including prefixes, suffixes, combining forms, roots, plurals, abbreviations, acronyms, eponyms, homonyms, foreign words/phrases, and colloquialisms;
- use the correct spelling of medical terminology related to human anatomy, physiology, laboratory tests, drugs, clinical medicine, surgery, pathology, and radiology;
- apply knowledge of human anatomy and physiology including body systems, structures and functions;
- use knowledge of clinical medicine including diagnosis and treatment of common medical conditions to ensure accurate transcription of records;
- apply knowledge of common laboratory tests including diagnostic indications, administration, values and significance of results in preparing records;

- use knowledge of drugs, their classifications, indications, actions, dosages and administration in preparing records;
- apply knowledge of surgery including diagnosis, techniques, findings, equipment, instruments, and accessories in preparing records;
- illustrate an ability to use medical references and other resources for reference purposes;
- adapt to progressively more demanding medical transcription production and accuracy standards;
- recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in medical dictation;
- appropriately edit, revise and clarify transcripts without altering meaning, or changing dictators' style;
- accurately proofread and correct transcribed medical reports;
- illustrate an understanding of the ethical and legal aspects of medical transcription practice, particularly confidentiality of medical records, release of information, patients' rights, etc.

**The Program Progression:**

Varies Intake - Varies

**Admission Requirements:**

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/policies-procedures/](http://www.georgiancollege.ca/admissions/policies-procedures/)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: [www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/)

**Graduation Requirements:**

- 6 Mandatory Courses
- 2 Communications Courses
- 2 Optional Courses
- 2 General Education Courses

**Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

**Mandatory Courses**

- OFAD1011 Medical Terminology 1 (ODE)
- OFAD1012 Medical Keyboarding (ODE)

OFAD1013 Writing Grammatically (ODE)  
OFAD1014 Beginning Medical Transcription (ODE)  
OFAD1015 Advanced Medical Transcription (ODE)  
OFAD1016 Functions in the Medical Office (ODE)

#### Communications Courses

To be selected at time of registration from the College list, as determined by testing.

#### Optional Courses

To be selected from College list

#### General Education Courses

To be selected from College list

#### **Course Descriptions:**

OFAD1011 Medical Terminology 1 (ODE) 42.0 Hours

Medical terminology assist students in developing the language required to communicate effectively in a medical setting. Word structure, diagnostic procedures and pharmacology as well as common medical terminology related to twelve body systems are studied.

OFAD1012 Medical Keyboarding (ODE) 42.0 Hours

This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises help increase knowledge of terms encountered on the job, and improves keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included. This course is a prerequisite for the Beginning Medical Transcription course.

Note: 30 net words per minute with 5 or fewer errors required prerequisite; students who do not meet the prerequisite 30 nwpm on the initial typing Preliminary Assessment will be asked to withdraw from the course.

C-OFAD1011 Medical Terminology 1 (ODE)

OFAD1013 Writing Grammatically (ODE) 42.0 Hours

This course explains the rules of English grammar in a comprehensive, easy to follow manner. The course begins with a review of sentence parts, moves on to an in-depth explanation of sentence structuring, and culminates in a practical review of stylistic conventions in business writing.

OFAD1014 Beginning Medical Transcription (ODE) 42.0 Hours

This is a beginning medical transcription course designed to provide students with a working knowledge of transcription of medical reports. Transcription is taking the spoken word and turning it into a written document. Case studies are provided so that students gain knowledge in the transcribing of various medical reports. Medical reports are transcribed from ten individual case studies, each of which concerns an inpatient with a specific medical problem.

P-OFAD1011 Medical Terminology 1 (ODE) and P-OFAD1012 Medical Keyboarding (ODE) and P-COMM1018 Communications 1 (ODE)

OFAD1015 Advanced Medical Transcription (ODE) 42.0 Hours

This Advanced Medical Transcription course is designed for transcriptionists wishing to perfect their skills in medical transcription and terminology. The main purpose of this course is to develop and refine transcription skills to a competitive level by using the learning activities included in the textbook.

P-OFAD1014 Beginning Medical Transcription (ODE)

OFAD1016 Functions in the Medical Office (ODE) 42.0 Hours

This course comprises administrative and clerical functions directly related to a medical office environment. The Canada Health Act is introduced as well as OHIP and the principles of OHIP medical billing.

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.*