Medical Transcription - CAS

Certificate of Applied Science Degree

Gainful Employment Programs Information (http://www.gfcmsu.edu/webs/gepi/medtranscript.html)

NOTE: This program is in moratorium and will not be accepting new students.

Medical Transcriptionists are part of a healthcare team, working primarily with medical documents and reports. The College currently both offers a Certificate of Applied Science program and an Associate of Applied Science (http://catalog.gfcmsu.edu/academic-programs/medical-billing-transcription) degree. Both programs provide students with skills and knowledge necessary to perform as entry-level transcriptionists.

Outcomes

Graduates are prepared to:

• Use medical language appropriately and understand anatomy, physiology, pharmacology, pathophysiology, laboratory tests, and diagnostics tests.

• Spell, proofread, and use correct grammar, punctuation, and syntax in medical reports.

• Understand HIPPA and follow guidelines to protect patient confidentiality and patient records.

• Transcribe, format, and edit the most common medical reports: progress notes, history and physical reports, consultations, discharge summaries, and operative reports.

• Use medical references appropriately and efficiently, particularly the Book of Style.

Estimated Cost

Estimated Resident Program Cost*

| Tuition and Fees | $5,582 |
| Application Fee | $30 |
| Books/Supplies | $2,374 |
| **Total** | **$7,986** |

* Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website (http://students.gfcmsu.edu/insurance.html) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of $21 per credit for online/hybrid courses.

Program Requirements

Many students need preliminary math, science, and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

GFC MSU Additional Graduation Requirement

Transition to the Associate of Applied Science (AAS) Degree

The Medical Transcription Certificate program is designed to train entry-level Medical Transcriptionists. The curriculum can be completed online so that students across the state can take advantage of this opportunity. However, the Medical Transcription profession is complex, and students should recognize the need for continuing education, even as they begin their careers. The Associate of Applied Science degree in Medical Transcription (http://catalog.gfcmsu.edu/academic-programs/medical-billing-transcription) provides that opportunity.

All courses from the certificate program transfer into the AAS program. Students who continue into the AAS degree program in Medical Transcription must take an additional semester of Anatomy and Physiology to increase their understanding of human body structures and functions. In addition, students in the AAS program have the opportunity to increase computer skills, understand the entire medical record, and expand English skills -- all essential to their continued success as Medical Transcriptionists. Students
should discuss their long-term goals with the Program Director to determine the best course of study. The AAS degree can also be completed online.