

# Medical Transcription

## Certificate Program

Medical Transcriptionists understand and use medical terms, appropriate reference materials, word processing equipment and software to transcribe medical reports dictated by physicians and other health care professionals.

Medical transcriptionists work in a variety of settings, including Health Information Departments and ancillary professional departments of hospitals (e.g. radiology, pathology, etc.), clinics, doctors' offices, private transcription businesses and other health care facilities.

### Program supervised by:

Mary L. Rosato  
 Office: Decker Center, Room 217  
 Telephone: 607 778-5051  
 E-mail: rosato\_m@sunybroome.edu

### Credits

#### First Semester

BIO 131	Human Biology I .....	4
HIT 106 <sup>2</sup>	Medical Terminology .....	3
HIT 107 <sup>2</sup>	Medical Transcription and Correspondence .....	4
ENG 110	College Writing I .....	3
BIT 100 <sup>1</sup>	Keyboarding .....	3
<b>OR</b>		
MDA 104	Keyboarding & Medical Word Processing .....	3
		<b>17</b>

#### Second Semester

BIO 132	Human Biology II .....	4
HIT 208 <sup>2</sup>	Advanced Medical Transcription .....	4
HIT 222	Medical Legal Aspects.....	3
<b>OR</b>		
MDA 208	Medical Ethics, Law & Economics .....	3
MDA 210	Pharmacology .....	2
		<b>13</b>

#### Additional Courses

HIT 101	Intro to Health Information (suggested elective)
BIO 140	Pathophysiology
CST	Any computer course dealing with word processing.

<sup>1</sup> Students who have achieved 35 words/min with fewer than 5 errors on placement test may waive this requirement.

<sup>2</sup> Students wishing to receive a proficiency award from the College may elect to take minimum core courses.