



MEDICAL TRANSCRIPTION CERTIFICATE

BTECH REQUIREMENTS (37-40 CREDITS)

BTECH 112	Keyboard Skillbuilding I (<i>or BTECH 116 A-B</i>)	2
BTECH 135	Electronic 10-Key Calculator	3
BTECH 149	Intro to the Medical Office	2
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 201	Professional Office Applications I (Word/Excel) (<i>or BTECH 200 A-B, BTECH 210 A-B & BTECH 225A</i>)	5
BTECH 245	Cooperative Work Experience	3
BTECH 251	Medical Transcription I	5
BTECH 252	Medical Transcription II	5

Select one:

BTECH 248	Business Info Technology Seminar I (2)	2-5
MNGT 186	Professional Development (5)	

BUSINESS REQUIREMENTS (13 CREDITS)

BIOL& 170	Human Biology	5
* BUS 105	Business English I	5
* BUS 106	Business English II	3

GENERAL REQUIREMENTS

HSCI 228	First Aid & CPR for the Health Care Professionals	2
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Total Credits Required 52-55

**Meets related instruction requirements for professional/technical programs*

***Valid First Aid/CPR card satisfies this requirement*

Notes:

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Pierce College offers the Certificate in Medical Transcription at both the Ft. Steilacoom and Puyallup campuses.

The program prepares graduates to work in a variety of medical office settings. Medical assistants and/or transcriptionists must work with a high degree of accuracy and a clear understanding of medical ethics, legality of medical reports and empathy for patients.

A thorough knowledge of punctuation and grammar, medical terminology, medical transcription, medical forms (including basic coding and processing insurance forms,) word processing and accounting are essential elements of the program.

The Certificate in Medical Transcription is designed to prepare students for entry-level positions.



Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

Program Outcomes

- Interact courteously and responsibly with diverse people in the office environment.
- Manage time and multiple tasks appropriate to the office.
- Apply technical skills to meet industry standards in the office.
- Communicate effectively using written and oral communications skills.
- Use software to manage information.
- Be able to identify medical professional organizations in the local area.
- Understand the role of professional organizations.
- Understand and properly define medical terminology and anatomy.
- Demonstrate proficiency with medical transcription software, equipment, and format.
- Demonstrate competency with first aid and CPR.
- Demonstrate knowledge of the United State's Health Insurance Privacy and Accountability Act (HIPAA).

For More Information:

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Related Codes

Intent: **F or J**
Med Trans Cert: **565**