



## Medical Transcription

Tuition: \$999 / 36 hours

### Prerequisite:

Students should have taken the course *Medical Terminology* and have keyboarding skills.

### Course Description:

Students will learn how to transcribe medical records from admitting to discharging, apply appropriate format to transcribing reports, and use specialized rules of grammar and punctuation specific to dictated medical reports.

## Course Content

### Understanding Medical Records

- History & Physical Examinations (H&P)
- Radiology Report
- Operative Report
- Pathology Report
- Request for Consultation
- Discharge Summary
- Death Summary
- Other Model Reports

### Transcription Rules

- Capitalization
- Numbers
- Punctuation
- Abbreviation & Symbols
- Metric Measurements

### Transcription Tips

- Difficult Singular/Plural Words & Phrases
- Temperature versus Fever
- A Tongue Twister
- Dermatology Terms
- Pulmonary Terms
- Gynecology Terms
- Cardiology Terms
- Clinical Laboratory Terms
- Demographics
- Zero Safety
- Roman Numerals
- Time

### Practice Transcription with Dictation Equipment

### Skill-Building Exercises