



MAA 102: Medical Transcription

This course includes a unique combination of authentic physician dictated reports including Office Notes, Operative Reports, Radiology Reports, and History and Physicals. Students transcribe these reports by incorporating medical terminology, text editing, and formatting techniques using state-of-the-art medical transcription software. Student must receive a grade of C or better and obtain a keyboarding speed of 45 wpm to progress to MAA 203. Prerequisite: MAA 101 with a grade of C or better. Co-requisite: OFC 113 and OFC 120 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Demonstrate accurately how to utilize the transcription equipment/software and mastering all of its' features.
2. Adequately support any medical office/hospital setting in the community (remotely or face to face) transcribing patient medical reports.
3. Demonstrate how to utilize instructions in e-Learning meeting course deadlines.
4. Demonstrate the importance of confidentiality and the preciseness needed in transcribing patient medical reports.
5. Accurately interpret dictation from international accents using medical terms, medical abbreviations, pharmacological, and anatomical terms.
6. Incorporate proper punctuation into each dictated patient medical report.
7. Demonstrate confidentiality of the healthcare record and its contents.

Credits: 3

Program: Medical Administrative Assistant