



Health Sciences

Medical Assisting-Medical Transcription - Track 4

DEPARTMENT

Health Sciences

TOTAL UNITS

24 Units

CONTACT

Janet Fisk, 527-4836

PROGRAM

The medical Transcription Track is a 24 unit, 3-semester, 1 summer program to prepare students to become transcriptionists in physicians' offices, medical clinics, hospital outpatient clinics, their own homes, health agencies, and educational institutions.

Credits earned in the Medical Transcription track may also be applied toward Associate Degree graduation requirements. Counseling, financial aid, and scholarships are available for students in the program.

OCCUPATION

Medical transcriptionist responsibilities include accurate, timely transcription of correspondence, medical chart notes, and medical reports used in hospitals, clinics, offices, and health agencies, as well as in research reporting. Advanced knowledge is required in medical terminology and English grammar, plus keyboarding speed and accuracy.

EMPLOYMENT

Transcriptionists work in offices, hospitals, clinics, etc., and as independent medical transcriptionists in their homes. Transcriptionists are most commonly paid by the line for their work, (approximately \$10.50 to \$16 per hour) as entry-level employees in Sonoma County and the Bay area.

DATE

The requirements for this certificate are effective beginning the semester shown below. If you began working on this certificate before the effective semester, you may not be affected by any changes to the program. Consult with a counselor or Contact Person to determine your eligibility to complete the certificate under previous requirements.

Effective FALL 1998

PROGRAM PREREQUISITES

1. High school graduation or equivalent, (e.g., GED General Education Development, CHSPE California High School Proficiency Exam).

2. Before clinical experience in MA 66.2 (2nd semester), a physical examination must be completed. Current immunization record and TB test, are also required.
3. **Special application to Program is required. Contact the health Sciences Department for details.
4. Students must be able to have a keyboarding speed of 40 wpm on an IBM 5-minute test.

Because the reading requirements of our texts is college level and contains highly technical material, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current level.

REQUIREMENTS FOR MEDICAL ASSISTING MEDICAL TRANSCRIPTION TRACK – 1st Year

Semester	Notes	Class	Description	Semester Offered	Units
FALL		ANAT 58	Intro to Human Anatomy	Fall/Spr	3.0
		BOT77.9	WordPerfect (or other WordPerfect Course)	Fall/Spr	1.5
		HLC60	Medical Terminology	All	3.0
		MA 61	Law and Ethics in the Med Office	Fall/Spr	1.0
		CIS101A	PCs for New Users	Fall/Spr	1.0
SPRING		MA62	Medical Terminology, Advanced	Fall/Spr	4.0
		MA70A	Intro to Med Transcrip. (1st 8 wks)	Spring	2.0
		MA70B	Intermed. Med Transc. (2nd 8 wks)	Spring	2.0
SUMMER		MA 71	Advanced Med Transc. (8weeks)	Summer	3.0
FALL		MA 66.2	Hospital Externship, Med. Transcription	Fall	3.5

Guidelines for Success

The following statements are provided as guidelines to assist with your successful beginning and completion of the Medical Assisting Programs and / or the Claims Processing / Coding Track and / or the Medical Transcription Track.

1. Language Requirements

English proficiency. Take the English placement test (APS/ Essay) to demonstrate eligibility for English 100B or to determine course to take to become eligible for English 100B. See the Schedule of Classes for testing & placement information. Because the reading level of our texts is college level, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current level.

Ability to apply concepts of spelling, punctuation, and sentence structure.

2. Health Requirements

Physical and mental health that enables you to work with clients and medical personnel. Current immunizations as explained in the Medical Assisting Program Handbook. (Distributed in MA 60). Before clinical experience - 2nd semester for Administrative Medical Assisting, 2nd Fall semester for Clinical Medical Assisting, completion of physical examination is necessary. (Pick up exam form in Health Sciences office.) Also, current immunization record, TB test, and adult/child/infant CPR card are required. Students must be clean and sober from all drugs, including alcohol.

3. Cost

Check the Schedule of Classes for current tuition fees. The approximate cost for Medical Assisting program-related expenses including tuition, parking fees, books health services fee, liability insurance, supplies, lab coat and uniform \$400 per semester.

4. Financial Aid

Scholarships, grants, and other financial assistance information may be obtained through the SRJC Financial Aid Office in Barnett Hall.

5. Employment Concurrent with Attendance

Fall semester core classes have been concentrated on Tuesdays and Thursday to allow time for part-time employment and / or other class options. During Externship courses, work and other class schedules may need to be modified to accommodate program requirements.

6. Study Time and Program Planning

Students should anticipate and plan for approximately two hours of study time per hour of class, and life commitments need to be made before choosing full or part-time study.

7. Attendance and Grades

Regular attendance and promptness are expected at class sessions and clinical experience. Excessive absences could jeopardize a student's successful completion of a course and the program. (See Medical Assisting Program Handbook) Each required course must be completed with a "C" or better to receive the program and track certificates of completion.

8. Child Care

Child care arrangements, back-up and sick-child plans should be arranged to avoid absence from class and clinical schedules. Check with the Call Child Development Center on campus for child care options.

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Questions or comments about the **Certificates** section of the CWIS may be sent to:

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