

Medical Transcription Certificate Program

Certified by the Texas Higher Education Coordinating Board and meets the standards of the American Association for Medical Transcription (AAMT)

High Job Potential in Medical Transcription Profession

In the span of a few short years, Medical Transcription has gone from a relatively unknown field to one of the top 20 Emerging and Evolving Fields in the United States.

Medical Transcriptionists work in hospitals in health information management, pathology, and radiology departments, and in specialty clinics. MT's are employed as independent contractors and run their own business. Many MT's work at home for medical transcription service companies who provide all or part of the equipment required (computer, footpedal, and headset).

Medical Transcription is one of the most sophisticated of the allied health professions, creating an important partnership between healthcare providers and those who document patient care.

The ACC Medical Transcription Program consists of 6 required courses and 1 optional course. The majority of these classes are offered in the evening and on Saturday. A student can finish in as little as 3 semesters.

FIRST SEMESTER

HITT 1305/1005 MEDICAL TERMINOLOGY (3-3-0) .

An in-depth study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

MDCA 1409/1009 ANATOMY & PHYSIOLOGY (4-3-3) . Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common Pathophysiology. Prerequisite: HITT 1305/1005. (May be taken concurrently). May substitute BIOL 2404.

POFT 1302/1001 BUSINESS COMMUNICATIONS (3-3-0) Introduction to practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

SECOND SEMESTER

POFM 1033 PHARMACOLOGY FOR OFFICE PERSONNEL (2-2-0) . A study of the general classifications of drugs and their actions and side effects as they relate to anatomy & physiology. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Prerequisite: HITT 1305/1005. (May be taken concurrently). May substitute HPRS 2200/2000.

POFM 1031 MEDICAL TRANSCRIPTION I (96 HOURS-4-3-3) Fundamentals of Medical Transcription to include basic reports, history & physicals, discharge summaries, consultations, and operative reports. Emphasis on development of speed and accuracy. Prerequisites: HITT 1305/1005; MDCA 1409/1009.

THIRD SEMESTER

POFM 2013 MEDICAL TRANSCRIPTION II (96 HOURS-4-3-3) Skill development in the production of medical reports – emphasis on speed and accuracy. Prerequisite: POFM 1031 or permission of the instructor.

RECOMMENDED

POFT 2203/2003 SPEED AND ACCURACY BUILDING - A FLEX ENTRY COURSE HELD AT EVC CAMPUS.