



INFORMATION TECHNOLOGY - HEALTH CARE (233)

Associate of Applied Science (con't.)

Medical Transcription Emphasis

ABOUT OUR PROGRAM

The program prepares the student for entry-level employment as a medical transcriptionist in hospitals, clinics, doctors' offices, and other medical facilities utilizing dictating and transcribing equipment. The program involves science-based courses in anatomy and medical terminology.

NATURE OF WORK AND EMPLOYMENT

The medical transcriptionist transcribes dictated orders and records for patients' permanent files. The student must possess skills and knowledge in science and terminology and have the ability to work with a variety of styles and preferences in dictating. The work is very important to the establishment of a smooth and error-free record-keeping process that is critical to the medical and medical-related fields. This program prepares versatile employees who are able to accept higher levels of responsibility.

Required Courses 20 Sem. Hours

* INFT	140	Beginning Excel	1
* INFT	145	Beginning Access	1
OFFT	151	Keyboarding/Formatting I	4
* ITHC	155	Medical Transcription	2
* OFFT	156	Keyboarding Speed & Accuracy	1
* ITHC	157	Advanced Medical Transcription	3
* OFFT	163	Machine Transcription	2
		Electives from any area	6

Medical Coding Emphasis

ABOUT OUR PROGRAM

The Medical Coding Program is designed to prepare individuals to understand coding principles, guidelines, medical terminology and regulatory changes for coding. The program is designed to offer a wide variety of learning experiences including classroom lecture and observation in a hospital setting.

NATURE OF WORK AND EMPLOYMENT

Medical Coders are professionals skilled in classifying medical data from patient records. These coders review patients' records and assign numeric codes for each diagnosis and procedure. Coding accuracy is highly important to health care organizations because of its impact on revenues and describing health outcomes. Numerous career opportunities exist in hospitals, physician offices, clinics, home health agencies and other health care settings. Graduates are eligible to take the national medical coding exams for certification.

Required Courses 20 Sem. Hours

INFT	105	Basic Keyboarding	1
* INFT	180	Introduction to Information Systems	3
* ITHC	201	Medical Coding	8
* ITHC	205	Advanced Medical Coding	2
* OCED	290	Office Practicum (Observation)	1
		Electives from any area	5