



Medical Transcription

Diploma: NIACC

Business Division

Credit

30 semester hours

Contact:

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Program Description

The Medical Transcription Diploma program is designed to prepare students for employment in physicians' offices, hospitals, clinics, public health departments, Civil Service, medical laboratories, pharmaceutical houses, insurance companies, business and industrial firms with large medical departments, and foundations devoted to medical research.

Transcription specialists duties primarily include transcribing medical documents and preparing correspondence and medical records; other secretarial duties include filing, mailing, ordering supplies, handing telephone services, making appointments and receiving visitors, take care of general office administration and using a computer for word processing.

Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

Curriculum

First Term

BCA-129	Basic Word Processing
BUS-121	Business Communications
HIT-630	Medical Transcription I
HSC-120	Medical Terminology I
HSC-144	Basic Pharmacology
HSC-150	Body Structure & Function

Second Term

BUS-107	Business Careers
HSC-121	Medical Terminology II
HSC-155	Laboratory Tests
HIT-631	Medical Transcription II
HIT-632	Medical Transcription III
	Elective(s) (Strongly recommend BIO-206 Anatomy & Physiology I)

Program Fees

Tuition & Fees	\$3,487.50
Books	varies
Other fees	<u>none</u>
Total	\$3,487.50 (+ books)

Career Potential

Quality transcriptionists are in high demand in today's workplace as the healthcare industry continues to grow and insurance companies require more and more documented information.

According to the 2007 salary survey located on America's Career InfoNet, the median salary for medical office professionals and related positions was \$31,200 (\$15.02 per hour) at the national level and \$28,200 (\$13.09 per hour) in the state of Iowa.