

## CLINICAL

### CERTIFICATE OF ACHIEVEMENT

**Program recommended preparation:**

Intro to Computer Appl CIS A100 (3)

**Required Courses**

Course			Units
<b>Fall</b>			
Medical Terminology	ALH	A111	(3)
Patient Care	ALH	A115	(2.5)
(Or)			
Emergency Medical Care	EMT	A100	(3)
Intro Med Asst/Transcription	MA	A175	(3)
<b>Spring</b>			
Human Diseases	ALH	A120	(2)
Clinical Lab Procedures	MA	A135	(2)
Medications/Injections	MA	A286	(1)
Physical/Specialty Exams	MA	A287	(1.5)
Sterile Tech/Minor Surgery	MA	A288	(1)
Specialty Procedures	MA	A289	(1)
<b>Summer</b>			
Clinical Experience	MA	A281	(2)

**Total: (19-19.5)**

**Suggested electives:**

Applied Pharmacology	ALH	A130	(2)
Anatomy-Physiology	BIOL	A221	(4)
Ethics	PHIL/RLST	A120	(3)
Introductory Psychology	PSYC	A100	(3)

*Students are required to obtain a grade of "C" or better in all required courses.*

## MEDICAL INSURANCE

The Medical Insurance Certificate prepares the student for employment as a medical insurance biller with job opportunities in medical offices, clinics, or hospitals.

### CERTIFICATE OF SPECIALIZATION

**Required Courses**

Course			Units
Medical Terminology	ALH	A111	(3)
Medical Bookkeeping	MA/ACCT	A115	(4)
Medical Insurance Billing	MA	A185	(3)

**Total: (10)**

*Students are required to obtain a grade of "C" or better in all required courses.*

## MEDICAL TRANSCRIPTION

This program provides instruction and experience in medical transcribing procedures to train the medical transcriptionist who is a health professional responsible for typing medical letters, charts, and reports from tapes dictated by physicians.

Medical transcriptionists have the option of working in medical offices, clinics, or hospitals, or to be self-employed. Their work is interesting and challenging, and it has excellent income potential, which includes encouraging tax benefits if the transcriptionist is self-employed.

### Program Outcome

The graduate of the Medical Transcription program will be prepared for employment as a professional and competent Medical Transcriptionist to meet the needs of the local health care community.

### CERTIFICATE OF ACHIEVEMENT

**Program recommended preparation:**

Intro to Computer Appl CIS A100 (3)

**Required Courses**

Course			Units
<b>Fall</b>			
Medical Terminology	ALH	A111	(3)
Business English	BUS	A138	(3)
Intro Med Asst/Transcription	MA	A175	(3)
Beg Medical Transcription	MEDT	A190	(3)
<b>Spring</b>			
Human Disease	ALH	A120	(2)
Anatomy-Physiology	BIOL	A221	(4)
Medical Transcription 2	MEDT	A195	(2)

**Total: (20-23)**

**Suggested electives:**

Medical Assisting-Administrative Certificate of Achievement			(18)
Medical Insurance Certificate of Specialization			(10)
Small Business Ownership	BUS	A240	(3)
Ethics	PHIL/RLST	A120	(3)

*Students are required to obtain a grade of "C" or better in all required courses.*