

**Eastern WV Community & Technical College  
Master Course Record**

<b>Course Prefix and Number: WFHC 104</b>
<b>Course Title: WFED Beginning Medical Transcription</b>
<b>Recommended Transcript Title: WFED Beginning Medical Transcription</b>
<b>Date Approved/Revised:</b>
<b>Credit Hours: 3</b> <b>Total Contact Hours (Based on 15 week term):</b> <b>Lecture: 45</b> <b>Lab:</b>
<b>Prerequisite:</b> Must be proficient in Microsoft WORD <b>Corequisite:</b> <b>Pre/Corequisite:</b>
<b>Grading Mode:</b> Credit / No Credit
<b>Catalog Description:</b> This is a beginning medical transcription course designed to provide students with a working knowledge of medical terminology, as well as the transcription of medical reports.
<b>Course Outcomes:</b> 1. Describe the importance of the confidential nature of medical reports. 2. Describe the content and purpose of the inpatient medical reports. 3. Describe the content and purpose of the outpatient medical reports and correspondence. 4. Transcribe medical reports using correct report format. 5. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurement rules. 6. Spell correctly both the English and medical terms and abbreviations presented either by memory or by using a dictionary or reference book. 7. Define the medical terms and abbreviations presented either by memory or by using a dictionary or reference book. 8. Define the prefixes, combining forms, and suffixes presented. 9. Identify and define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist. 10. Recognize the advantages of having current reference material and be able to use it effectively. 11. Use standard proofreader's marks to edit medical reports without changing either the meaning or the dictator's style.
<b>Implementation Cycle:</b> Open Entry/Open Exit
<b>Role in College Curriculum: (Check all that apply)</b> <input type="checkbox"/> <b>General Education Core (Specify category)</b> <input type="checkbox"/> <b>Technical Core (Specify Program)</b> <input type="checkbox"/> <b>Restricted Elective (Specify Program)</b> <input type="checkbox"/> <b>General Elective</b> <input checked="" type="checkbox"/> <b>Other (Please specify) WF Education Medical Assistant</b>
<b>Course Fee:</b> Yes
<b>Instructor's Qualifications:</b> BS in Business Administration or related discipline AND/OR expertise and experience in field.

**Expanded Course Description:**

This course familiarizes students with medical terminology and prepares them to do general medical transcription. Competency is measured through assessment tests and grading of typing applications from audio files.

**Prepared by:****Amy Crites (SB-G)****8-3-11**

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**Signature, Title****Date****Approved by:****Robert Eagle (LOT Minutes)****8-15-11**

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**Dean, Academic Sciences****Date**