

# MEDICAL OFFICE CAREERS (MEDC)

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## **MEDC 1102 Credits: 2**

### **Medical Adm Procedures Total Hours: 50**

This course prepares students for a variety of management skills in healthcare environments, including reception duties, scheduling appointments, managing patient communication and records, managing time and ordering supplies. This course is part of the full-time Medical Office Assistant Program.

## **MEDC 1120 Credits: 2.5**

### **Medical Terminology for MT 1 Total Hours: 62.5**

This course is designed to introduce medical terminology and provide a working knowledge of anatomy, physiology, and disease processes. Students become familiar with basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those relating to general body systems and abbreviations. Emphasis is on spelling, definition and pronunciation. This course is part of the full-time Medical Transcriptionist Program.

Prior Learning Assessment is available.

## **MEDC 1121 Credits: 2**

### **Medical Speed & Accuracy 1 Total Hours: 50**

This course gives students the opportunity to develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices. This course is part of the full-time Medical Office Assistant & Medical Transcriptionist Program. Prior Learning Assessment is available.

## **MEDC 1130 Credits: 2.5**

### **Medical Terminology for MT 2 Total Hours: 62.5**

This course continues to introduce the medical terminology, anatomy, physiology, and disease processes of specialty body systems and abbreviations. Proficiency in spelling, definition, and pronunciation continue to be the main focus. This course is part of the full-time Medical Transcriptionist Program.

**Pre-requisite(s):** MEDC 1120

Prior Learning Assessment is available.

## **MEDC 1131 Credits: 2**

### **Med Speed & Accuracy for MT 2 Total Hours: 50**

This course gives students the opportunity to further develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices. This course is part of the full-time Medical Transcriptionist Programs. Prior Learning Assessment is available.

## **MEDC 1132 Credits: 1**

### **Human Relation Skills Total Hours: 25**

In this course students explore key communication concepts and practical skills that contribute to effective interpersonal relationships. This course focuses on the development of self-awareness and increased understanding of others including cultural safety and humility, compassionate communications, cultural awareness, diversity and inclusivity and conflict management.

## **MEDC 1133 Credits: 2**

### **Electronic File Management Total Hours: 40**

This foundational course introduces students to the basic windows interface and word processing. Students become proficient in the use of drop down menus, tool bars and keyboard shortcuts in formatting medical reports according to established guidelines set out by employers. Students also develop competency in using Windows Explorer to design and maintain an electronic filing system: creating, saving, moving and copying documents, folders and subfolders. This course is part of the full-time Medical Transcriptionist Programs.

## **MEDC 1134 Credits: 3**

### **Medical Transcription for MT Total Hours: 60**

This foundational course introduces the purpose and content of medical reports, medical report formats, style guidelines and medical transcription rules. Students learn how to effectively access electronic and hard copies of medical resources to verify dictation. Grammar, phonetics and proofreading are also emphasized in this course. This course is part of the full-time Medical Transcriptionist Programs.

## **MEDC 1135 Credits: 2.5**

### **Medical Terminology for MOA 1 Total Hours: 62.5**

This course introduces students to medical terminology (word structure, prefixes, suffixes, spelling, abbreviations and pronunciation). Students will study the body as a whole, including directional terms. Students will learn human anatomy and physiology, pathological conditions and investigative methods relating to the digestive, urinary, male and female reproductive and musculoskeletal systems. This course is part of the full-time Medical Office Assistant Program

## **MEDC 1136 Credits: 2.5**

### **Medical Terminology for MOA 2 Total Hours: 62.5**

This course introduces students to further medical terminology, human anatomy and physiology, pathological conditions and investigative methods relating to the endocrine, skin, sensory (eyes & ears), respiratory, cardiovascular, blood, lymphatic/immune, and nervous systems. Students will also be introduced to basic pharmacology. This course is part of the full-time Medical Office Assistant Program

## **MEDC 1140 Credits: 2**

### **E-Communications Management Total Hours: 50**

This course introduces students to various computer applications, such as email, word processing, spreadsheets, and presentation software. This course is part of the full-time Medical Office Assistant Program

## **MEDC 1201 Credits: 2**

### **Medical Transcription for MOA Total Hours: 50**

This course focuses on proficiency in the transcription of medical specialty reports and introduces additional medical terminology relating to those specialties. Students learn how to access appropriate electronic medical resources and references to verify dictation. This course is part of the full-time Medical Office Assistant Program

**Pre-requisite(s):** MEDC 1102, MEDC 1121, MEDC 1132, MEDC 1135, MEDC 1136, and MEDC 1140

## **MEDC 1210 Credits: 1**

### **Medical Billing Total Hours: 25**

In this course, students apply patient data entry skills in the preparation of day sheets and appointment schedules as required for medical billing. The emphasis of this course is on using correct fee item numbers and amounts as they apply to medical services rendered by the physician and submitted for payment to the Medical Services Plan BC, WorkSafe BC, Insurance Corporation of BC (ICBC) and allied health providers as well as out-of-province insurance claims and private billing. This course is part of the full-time Medical Office Assistant Program.

**MEDC 1212 Credits: 2****History & Physical Reports Total Hours: 40**

Students accurately transcribe history and physical reports of various specialties using industry transcription guidelines, medical abbreviations, drug names, medical terminology, electronic and reference materials. Medical transcription guidelines are emphasized as well as familiarization with antonyms, eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1213 Credits: 2****Diagnostic Imaging Reports Total Hours: 40**

Students will learn to accurately transcribe diagnostic imaging reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1215 Credits: 2****Discharge Summaries Total Hours: 40**

Students will learn to accurately transcribe discharge summaries of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1216 Credits: 1****Oncology Reports Total Hours: 20**

Students accurately transcribe oncology reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1219 Credits: 2****Pathology Reports Total Hours: 40**

Students will learn to accurately transcribe pathology reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1220 Credits: 2****Practicum Total Hours: 50**

This course is designed to provide work experience in an authentic workplace setting. Students are placed in an established medical office or private transcription agency so they may continue developing their professional competencies. The practicum gives them the opportunity to learn from sector professionals and deepen their understanding of the field of medical transcription within the larger healthcare context. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1236 Credits: 2****Med Speed & Accuracy for MOA 2 Total Hours: 50**

This course gives students the opportunity to further develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices. This course is part of the full-time Medical Office Assistant Program Prior Learning Assessment is available.

**MEDC 1241 Credits: 2****Medical Speed & Accuracy 3 Total Hours: 50**

This course provides students with the opportunity to enhance their keyboarding speed and accuracy. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. Students identify areas for improvement and develop corrective practices. This course is part of the full-time Medical Transcriptionist Program.

Prior Learning Assessment is available.

**MEDC 1242 Credits: 2****General Surgery Reports Total Hours: 40**

Students will learn to accurately transcribe general surgery reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1246 Credits: 2****Specialized Operative Reports Total Hours: 40**

Students will learn to accurately transcribe operative reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings. This course is part of the full-time Medical Transcriptionist Program.

**MEDC 1250 Credits: 2****Medical Documentation Total Hours: 50**

This foundational course introduces the basics of technical writing and the purpose, content and format of medical reports and their style guidelines. Transcription technique and equipment is introduced, and proofreading and editing skills are applied. This course is part of the full-time Medical Office Assistant Program

**MEDC 1259 Credits: 2****Clinical Procedures Total Hours: 50**

In this course, students learn to collaborate with the medical team to apply and implement "Chronic Disease Management" protocols. Students learn medical asepsis, sterilization techniques and the importance of preventing cross-contamination in healthcare environments. Students take and chart vital signs, collect specimens, test visual acuity, and prepare the required equipment for specialty examinations and minor surgical procedures. This course is part of the full-time Medical Office Assistant Program.

**MEDC 1260 Credits: 3****Practicum Total Hours: 75**

The course provides students with the opportunity to apply and advance the skills learned in the classroom in a practicum setting. This course is part of the full-time Medical Office Assistant Program.