

MEDICAL TRANSCRIPTIONIST CERTIFICATE

Purpose

This program is designed to prepare graduates for employment as a Medical Transcriptionist in a variety of health care environments or their own home-based businesses.

Duration

The program is thirty-two (32) weeks of full-time study. Students have three years to complete this program.

Learning Outcomes

Students acquire the knowledge, skills and attitudes needed to transcribe medical reports, communicate effectively with members of the medical profession, and demonstrate computer skills and keyboarding proficiency.

Upon completion of the Medical Transcriptionist (MT) Certificate Program, graduates will be able to:

- Accurately and efficiently transcribe medical reports.
- Effectively use hard and electronic resources to perform medical transcription duties.
- Demonstrate excellent proofreading and editing skills.
- Demonstrate strong oral and written English communication skills.
- Demonstrate excellent spelling, grammar, and punctuation skills.
- Operate medical transcription equipment and relevant software.
- Demonstrate proficiency in computer and keyboarding skills.
- Display confidence, initiative and critical thinking while performing transcription duties.
- Maintain high professional standards of integrity and confidentiality.
- Work effectively as team members.

Admission Requirements

- Grade 12 graduation or equivalent
- English Language Proficiency (<https://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/>) as demonstrated by *one* of the following:
 - English 12 with a minimum 'B' grade, or equivalent
 - or*
 - English Language Proficiency at an English 12 'B' level
- Successful completion of a 5-minute keyboarding test with a typing speed of 25 gross words per minute with five errors or less using the touch-typing method (using the appropriate fingers for each key on the keyboard and not looking at your fingers as you type)

Program Requirements

Term One		Credits
MEDC 1120	Medical Terminology for MT 1	2.5
MEDC 1121	Medical Speed & Accuracy 1	2
MEDC 1130	Medical Terminology for MT 2	2.5
MEDC 1131	Med Speed & Accuracy for MT 2	2
MEDC 1132	Human Relation Skills	1
MEDC 1133	Electronic File Management	2

MEDC 1134	Medical Transcription for MT	3
Credits		15
Term Two		
MEDC 1212	History & Physical Reports	2
MEDC 1213	Diagnostic Imaging Reports	2
MEDC 1215	Discharge Summaries	2
MEDC 1216	Oncology Reports	1
MEDC 1219	Pathology Reports	2
MEDC 1220	Practicum	2
MEDC 1241	Medical Speed & Accuracy 3	2
MEDC 1242	General Surgery Reports	2
MEDC 1246	Specialized Operative Reports	2
Credits		17
Total Credits		32

Evaluation of Student Learning

Courses are based on written exams, quizzes group work and assignments. Practicum performance is assessed by feedback from practicum staff and instructor observations.

Upon successful completion of the program, if students receive a GPA of 2.33 or higher ('C+'), students will receive a VCC certificate for Medical Transcriptionist.

Adult learners have a responsibility to prepare themselves to meet the program goals. To achieve the highest level of success, students are required to attend all classes and participate in all course activities.

Students must pass the first level of a course in order to proceed to the second level of a course. Students must pass all Term 1 courses in order to proceed to Term 2. Students must pass all other courses in order to take the Practicum course. Students must pass the Practicum course in order to receive a VCC certificate.

Prior Learning Assessment and Recognition (PLAR)

Available for the following courses:

- MEDC 1121 Medical Speed & Accuracy 1
- MEDC 1131 Med Speed & Accuracy for MT 2
- MEDC 1241 Medical Speed & Accuracy 3
- MEDC 1120 Medical Terminology for MT 1
- MEDC 1130 Medical Terminology for MT 2

See course outlines for more information.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.