

# MEDICAL TRANSCRIPTION - HEALTH RECORDS

**Program:** MDTR

**Credential:** Ontario College Certificate

**Delivery:** Part-time - online

**Length:** 2 Semesters

**Duration:** 1 Year

**Effective:** Fall 2023

**Location:** Barrie

## Description

This program provides students with the essential elements of medical science, communications skills, and transcription techniques. Students gain the theoretical and practical knowledge required to meet the needs of the medical community for skilled medical transcriptionists. Students work with case studies in order to apply theoretical knowledge to the accurate transcription of complex medical reports and correspondence generated by a variety of medical specialties.

## Career Opportunities

Graduates of this program may find medical transcriber employment opportunities in areas such as hospital departments, medical clinics, private practices, community facilities, physicians' offices, and online transcription companies.

## Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. accurately transcribe original medical dictation;
2. use correct English by sourcing appropriate resources in order to apply the rules of proper grammar, punctuation, spelling, and sentence structure;
3. operate dictation, transcription, and word processing equipment;
4. use medical terminology including prefixes, suffixes, combining forms, roots, plurals, abbreviations, acronyms, eponyms, homonyms, foreign words/phrases, and colloquialisms;
5. use the correct spelling of medical terminology related to human anatomy, physiology, laboratory tests, drugs, clinical medicine, surgery, pathology, and radiology;
6. apply knowledge of human anatomy and physiology including body systems, structures and functions;
7. use knowledge of clinical medicine including diagnosis and treatment of common medical conditions to ensure accurate transcription of records;
8. apply knowledge of common laboratory tests including diagnostic indications, administration, values and significance of results in preparing records;
9. use knowledge of drugs, their classifications, indications, actions, dosages and administration in preparing records;
10. apply knowledge of surgery including diagnosis, techniques, findings, equipment, instruments, and accessories in preparing records;
11. illustrate an ability to use medical references and other resources for reference purposes;

12. adapt to progressively more demanding medical transcription production and accuracy standards;
13. recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in medical dictation;
14. appropriately edit, revise and clarify transcripts without altering meaning, or changing dictators' style;
15. accurately proofread and correct transcribed medical reports;
16. illustrate an understanding of the ethical and legal aspects of medical transcription practice, particularly confidentiality of medical records, release of information, patients' rights, etc.

## Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/academic-regulations/](http://www.georgiancollege.ca/admissions/academic-regulations/) (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details:

[www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/) (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

## Graduation Requirements

6 Program Courses  
2 Communications Courses  
2 Program Option Courses  
2 General Education Courses

## Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

## Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		Hours
Program Courses		
OFAD 1011	Medical Terminology 1 (ODE)	42
OFAD 1012	Medical Keyboarding (ODE)	42
OFAD 1013	Writing Grammatically (ODE)	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Courses		

Select 1 course from the available list during registration.	42
<b>Hours</b>	<b>252</b>
<b>Semester 2</b>	
<b>Program Courses</b>	
OFAD 1014 Beginning Medical Transcription (ODE)	42
OFAD 1015 Advanced Medical Transcription (ODE)	42
OFAD 1016 Functions in the Medical Office (ODE)	42
<b>Communications Course</b>	
Select 1 course from the communications list during registration.	42
<b>General Education Course</b>	
Select 1 course from the general education list during registration.	42
<b>Program Option Courses</b>	
Select 1 course from the available list during registration.	42
<b>Hours</b>	<b>252</b>
<b>Total Hours</b>	<b>504</b>

Code	Title
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**Program Option Courses may include:**

OFAD 1017	Essentials in Health Records Management (ODE)
OFAD 1018	Dental Terminology (ODE)
OFAD 1019	Medical OHIP Billing (ODE)

## Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

**Disclaimer:** *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

*Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.*