Health Care Documentation and Transcription Specialist Certificate

The emergence of the electronic health record is modifying the professional role of medical transcriptionist. As a result, the healthcare industry is acknowledging a new professional title for medical transcriptionist to be that of healthcare documentation specialists are professionals who transcribe medical reports, edit medical reports produced by speech recognition technology, and perform quantitative and qualitative analysis of health record documentation. The end-goal of all work performed by healthcare documentation specialists is to ensure complete, accurate, timely, and compliant healthcare documentation as a means to support quality care and patient safety.

To perform the various types of duties previously outlined, healthcare documentation specialists must possess knowledge in biomedical science, medical language, information technology, and healthcare delivery. The Healthcare Documentation and Transcription Specialist Certificate provides students necessary knowledge to enter the workforce. Healthcare documentation specialists may find employment in hospitals, ambulatory care settings, physician offices, software vendors, and outsourced transcription service companies.

The healthcare industry depends on highly skilled and knowledgeable professionals in all areas of practice. Therefore, individuals considering a career as a healthcare documentation specialist should recognize the importance of earning credentials after completion of this certificate program. Credentialing in healthcare is often required for employment , demonstrates professional competence, and illustrates commitment to one's profession. Successful completion of this program prepares students to sit for the Registered Medical Transcriptionist (RMT) credential offered by the Association for Healthcare Documentation Integrity.

((Major Code 5500; State CIP Code 51.0708)

First Semester

MIRM 130	Medical Style and Grammar	3
BIOL 144	Human Anatomy and Physiology	5
HCIS 255	Introduction to Information and Computer Science*	2
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		13

Second Semester

MIRM 131	Healthcare Documentation and Transcription I*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3
BIOL 227	Human Pathophysiology*	4
MIRM 147	Introduction to Pharmacology*	2
Total Hours		12

Third Semester

MIRM 132	Healthcare Documentation and Transcription II*	3
HCIS 271	The Culture of Health Care*	2
MIRM 138	Healthcare Documentation & Transcription Practicum*	2
Total Hours		7

Total Program Hours: 32