

OAD 212: Medical Transcription

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. Students must complete this course with at least a "C" average.

Credits: 3

Prerequisites:

OAD 103.

Program: [Office Administration](#)