

MEDICAL TRANSCRIPTIONIST

PROGRAM OUTLINE



The Penn Foster Career School Medical Transcriptionist Program

Your independent study program offers courses designed to take you step by step through the techniques and skills that will help put you on the path to pursuing a career in Medical Transcription. Your first course will be available as soon as your enrollment has been accepted. Other courses will follow as you complete your exams.

As you know, the Medical Transcriptionist program is an online academic program. This means that you will need high-speed internet access to begin your program. In addition, you will need access to a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, an email account, and either Microsoft Office 2016 or Office 365 to participate in and complete your program.

Your program includes:

Course 1

- ▶ Starting Your Program
- ▶ HIT100 - Introduction to Allied Health

Course 2

- ▶ ALH028 - Law, Ethics, and Confidentiality in Allied Health

Course 3

- ▶ ALH029 - Medical Billing and Health Insurance

Course 4

- ▶ BUS090 - Medical Office Procedures

Course 5

- ▶ ALH016 - Body Systems and Medical Terminology 1

Course 6

- ▶ ALH017 - Body Systems and Medical Terminology 2

Course 7

- ▶ HIT130 - Electronic Medical Records

Projects: Electronic Medical Records

Textbook: *The Electronic Health Record for the Physician's Office with SimChart for the Medical Office*

Course 8

- ▶ ALH021 - Pathology and Pharmacology

Course 9

- ▶ HIT203 - Basic Coding Using ICD-10

Textbooks: *Step-by-Step Medical Coding 2016*
ICD-10-CM 2016
ICD-10-PCS 2016

Learning Aid: Certification Test Prep

Course 10

- ▶ HIT204 - Intermediate Medical Coding

Textbook: *CPT 2016*

Learning Aid: Certification Test Prep

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The Penn Foster Career School Grading System

Your examinations and projects will be graded on the following scale:

Lesson Grade	Letter	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Diploma.

Get Started Today
Call 800.228.0799

