

Course Objectives/Course Outline

Spokane Community College

Course Title: Medical Office Transcription

Prefix and Course Number: MSEC 240

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate the ability to provide medical office transcription

Course Outline

- I. Learn to complete a variety of office reports:
 - A. Process, type and transcribe variety of office reports
 - B. Other dictation including:
 1. Chart notes
 2. Medical reference letters
 3. Medicology reports
 4. Consultation letters
 5. Interoffice correspondence
 6. Manuscripts and abstracts