

TYPING AND MEDICAL MACHINE TRANSCRIPTION

MDA 223 Typing and Medical Machine Transcription

3.0 UNITS

The course focuses on the mastery of the typewriter, PC, dictaphone, and care and operation of the equipment. Correct English usage, business letter forms, and the transcription of recorded medical dictation in appropriate report form are stressed. Emphasis is placed on the development of accuracy and speed to meet the special requirements of the medical field.