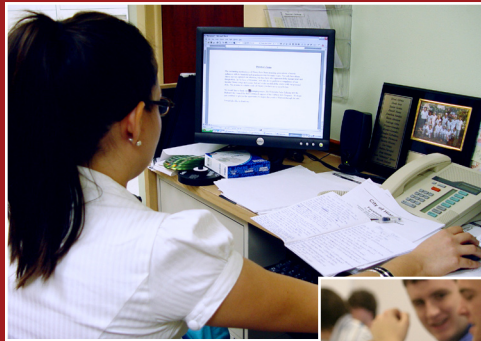


**REND LAKE COLLEGE**



**... setting the standard  
for leadership  
and excellence.**



**468 N KEN GRAY PKWY  
INA, ILLINOIS 62846**

**REND LAKE COLLEGE**

**REND LAKE COLLEGE**

**OFFICE SYSTEMS  
TECHNOLOGY**

**HEALTH INFORMATION ASSISTANT  
MEDICAL TRANSCRIPTION**



**[www.rlc.edu](http://www.rlc.edu)**

# Office Systems Technology

The healthcare field is growing at an increasing rate all across the nation, and now more than ever the demand for highly skilled and trained medical office professionals is overwhelming. Whether students choose the Associate in Applied Science: Health Information Assistant degree as their career path or one of the medical transcription certificates, they will begin a path full of opportunity. Interested students may select from the following degree and certificate programs:

- The Health Information Assistant program prepares students to enter the medical field in any number of positions relating to medicine. Graduates may elect to work in hospitals, clinics or doctors' private practices as medical transcriptionists, receptionists, billing clerks, insurance processors or related positions.

- Both medical transcription certificates are designed to provide students with the basic skills necessary to qualify for entry-level positions in the medical field which are directly related to transcription. Whether students choose the 34-hour or 14-hour certificate, they will attend courses for one year at RLC and upon completion, they will move directly into the workforce.

## HEALTH INFORMATION ASSISTANT

Associate in Applied Science Degree  
BUSINESS DIVISION

This curriculum is designed to provide students with the background in technical skills and general studies necessary for a career as a health information assistant. Upon completion of the degree, the student may apply for both the 34-hour and 14-hour Medical Transcription certificates. ■ **Total = 68 Hours**

<b>First Semester</b>		<b>Cr. Hrs.</b>
CSCI 1101	Intro to Computers	3
OFTC 1203	Building Keyboarding Speed/Acc. I	1
OFTC 1232	Business Data Entry	3
OFTC 1252	Records Management Concepts / Computerized Applications	3
OFTC 1280	Medical Terminology <sup>2</sup>	3
OFTC 1281	Medical Transcription <sup>2</sup>	3
		<u>16</u>

<b>Second Semester</b>		
ENGL 1101	Rhetoric & Composition I <sup>1</sup>	3
MATH 1202	Business Mathematics <sup>1,3</sup>	
MATH 1107	or Contemporary College Math	3
OFTC 1202	Beginning Document Formatting	3
OFTC 1204	Building Keyboarding Speed/Acc. II	1
OFTC 1233	Office Accounting	3
OFTC 1282	Adv. Medical Term. / Transcription	3
		<u>16</u>

<b>Summer Term</b>		
OFTC 2291	Cooperative Experience I	3

<b>Third Semester</b>		
BUSI 2102	Customer Service	3
COMM 1101	Principles of Effective Speaking	3
CSCI 1263	Beginning Microsoft Excel	3
OFTC 1284	Medical Insurance Processing	3
OFTC 2261	Office Procedures & Technology	3
		<u>15</u>

<b>Fourth Semester</b>		
BUSI 1200	Job Strategy	1
BUSI 2107	Business Communications	3
CSCI 1255	Beginning Microsoft Access	3
OFTC 1285	Coding	5
OFTC 2262	Integrated Office Procedures	3
PSYC 2106	Human Relations <sup>3</sup>	3
PSYC 2101	or Introduction to Psychology <sup>3</sup>	3
		<u>18</u>

## MEDICAL TRANSCRIPTIONIST

Occupational Certificate / BUSINESS DIVISION

■ **Total = 34 hours**

Prerequisite: Completion with a "C" or better – CSCI 1101 or OFTC 2201 – or consent of division chair.

<b>First Semester</b>		<b>Cr. Hrs.</b>
OFTC 1203	Building Keyboarding Speed/Acc. I	1
OFTC 1232	Business Data Entry	3
OFTC 1252	Records Management Concepts / Computerized Applications	3
OFTC 1280	Medical Terminology <sup>2</sup>	3
OFTC 1281	Medical Transcription <sup>2</sup>	3
OFTC 2201	Advanced Document Formatting	3
		<u>16</u>

<b>Second Semester</b>		
MATH 1202	Business Mathematics <sup>1</sup>	
MATH 1107	or Contemporary College Math	3
OFTC 1204	Building Keyboarding Speed / Acc. II	1
OFTC 1233	Office Accounting	3
OFTC 1282	Adv. Medical Terminology/Trans.	3
OFTC 1285	Coding	5
PSYC 2101	Intro to Psychology	
PSYC 2106	or Human Relations	3
		<u>18</u>

## MEDICAL TRANSCRIPTION CLERK

Occupational Certificate / BUSINESS DIVISION

■ **Total = 14 hours**

Prerequisite: CSCI 1101, or OFTC 1202, or OFTC 2201 with "C" or better or 35 words/minute, or consent of instructor.

<b>First Semester</b>		<b>Cr. Hrs.</b>
OFTC 1280	Medical Terminology <sup>2</sup>	3
OFTC 1281	Medical Transcription <sup>2</sup>	3
		<u>6</u>

<b>Second Semester</b>		
OFTC 1282	Adv. Medical Terminology/Trans.	3
OFTC 1285	Coding	5
		<u>8</u>

<b>RECOMMENDED ELECTIVE</b>		
BUSI 1200	Job Strategy	1

**APPLICABLE TO ALL THREE PROGRAMS:**

- <sup>1</sup> Prerequisite course(s) may be required based on test results.
- <sup>2</sup> In order to complete OFTC 1280 and OFTC 1281 in one semester, students must enroll in consecutive 8-week sessions.
- <sup>3</sup> Talk to an advisor if transferring to a four-year institution.

**APPLICABLE TO ASSOCIATE DEGREE PROGRAM:**

NOTE: Any student who has not previously met state requirements concerning the Illinois and Federal Constitution must take either HIST 2101, POLI 1101 or POLI 2101 as an elective.

## JOB PLACEMENT

Employment opportunities range from positions in small, individually owned doctors' offices and clinics to hospitals. Well-trained individuals are in great demand in this field.

Rend Lake College provides placement services for graduates in an effort to assist them in finding employment. The college's Center for Business Services includes an Employment Services program, which offers employers a pleasant, flexible alternative to more rigid and structured placement agencies. Many employers contact Employment Services to inform the college of full-time, part-time, temporary and seasonal openings. Graduates and current students can contact the Center for Business Services about positions available in their fields of study.

**FOR MORE INFORMATION, PLEASE CONTACT:**

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