

# Medical Transcription

## Associate in Applied Science in Administrative Technology

### Program Description:

The Administrative Technology—Medical Transcription Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a medical transcription office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The complexities of today's medical transcription office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and transcription office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Technology—Medical Transcription Option, the graduate will be able to demonstrate knowledge that is specific to the medical transcription field and gain real-life experience through placement in a medical transcription internship.

### Career Outlook:

Secretaries and administrative assistants held about 4.2 million jobs in 2006, ranking among the largest occupations in the U.S. economy. The state of West Virginia has classified the Administrative Assistant field as being in "high demand" because the number of anticipated qualified employees is significantly lower than the number of expected job openings in the state. Job opportunities will be good. Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2016. Demand for medical transcription services will be spurred by a growing and aging population. Older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can be easily shared among providers, third-party payers, regulators, and consumers. Growing numbers of medical transcriptionists will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records.

### Salary Forecast:

Wage-and-salary medical transcriptionists had median hourly earnings of \$14.40 in May 2006. The middle 50 percent earned between \$12.17 and \$17.06. The lowest 10 percent earned less than \$10.22, and the highest 10 percent earned more than \$20.15. Median hourly earnings in the industries employing the largest numbers of medical transcriptionists were:

|  |              |
|--|--------------|
| Medical and diagnostic laboratories    | \$15.68/hour |
| General medical and surgical hospitals | \$14.62/hour |
| Business support services              | \$14.34/hour |
| Outpatient care centers                | \$14.31/hour |
| Offices of physicians                  | \$14.00/hour |

Compensation methods for medical transcriptionists vary. Some are paid based on the number of hours they work or on the number of lines they transcribe. Others receive a base pay per hour with incentives for extra production. Employees of transcription services and independent contractors almost always receive production-based pay. Independent contractors earn more than do transcriptionists who work for others, but independent contractors have higher expenses than their corporate counterparts, receive no benefits, and may face higher risk of termination than do wage-and-salary transcriptionists.

Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008-09 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/oco/ocos151.htm> (Visited January 18, 2008)

### Career Description:

Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription offered by many vocational schools, community colleges, and distance-learning programs.

Completion of a 2-year associate degree or 1-year certificate program - including coursework in anatomy, medical terminology, and legal issues relating to health care documentation, and English grammar and punctuation - is highly recommended, but not always required. Many of these programs include supervised on-the-job experience. Some transcriptionists, especially those already familiar with medical terminology from previous experience as a nurse or medical secretary, become proficient through refresher courses and training.

**Major Code - CO20 • Concentration Code - CO28**

| <b>FIRST YEAR</b>  |   |
|--|---|
| <p><b>First Semester</b></p> <p>AT 136 Comprehensive Word Processing (EDGE).....3</p> <p>ENL 111 Written Communication .....3</p> <p>IT 101 Fundamentals of Computers (EDGE) .....3</p> <p>MA 204 Physicians Office Medical Coding.....3</p> <p>MAT 115 Business Mathematics.....3</p> <p><b>TOTAL CREDITS.....15</b></p>  | <p><b>Second Semester</b></p> <p>AT 114 Keyboarding II<sup>1</sup> (EDGE).....3</p> <p>COM 112 Oral Communication .....3</p> <p>LAS 248 Medical Law<sup>2</sup>.....3</p> <p>MA 205 Medical Office Claims Procedures .....3</p> <p>SS 201 Human Relations .....3</p> <p><b>TOTAL CREDITS .....15</b></p>  |
| <b>SECOND YEAR</b>   |   |
| <p><b>Third Semester<sup>3,4</sup></b></p> <p>AT 220 Anatomy and Physiology for Transcription .....3</p> <p>AT 221 Medical Terminology for Transcription .....3</p> <p>AT 222 Pharmacology for Transcription .....3</p> <p>AT 223 Beginning Laboratory Medicine Transcription .....1</p> <p>AT 244 Beginning Medical Transcription .....8</p> <p><b>TOTAL CREDITS.....18</b></p> | <p><b>Fourth Semester<sup>3,5</sup></b></p> <p>AT 224 Advanced Laboratory Medicine for Transcription ....1</p> <p>AT 225 Human Diseases for Transcription.....3</p> <p>AT 245 Pathology Transcription .....2</p> <p>AT 246 Radiology Transcription .....2</p> <p>AT 247 Gastroenterology Transcription .....2</p> <p>AT 248 Cardiology Transcription.....2</p> <p>AT 249 Orthopedics Transcription .....2</p> <p><b>TOTAL CREDITS .....14</b></p> |
| <b>HOURS REQUIRED FOR GRADUATION: 62</b>   |   |

**Program Admission Requirements:**

Entrance exams in grammar, spelling, and punctuation are required. A minimum keyboarding speed of 45 wpm is required. Applicants should possess basic word processing skills. Arrangements for exams may be made through the Advising Center at (304) 696-6282.

**EMPLOYMENT OPPORTUNITIES:**

- Secretary/receptionist
- Transcriptionist
- Physicians' offices/clinics
- Hospitals
- Medical schools
- Acute care facilities
- Physical therapy facilities
- Rehabilitation facilities
- Nursing homes
- Transcription companies
- Independent contractors
- Work from home

**Earn A Degree Graduate Early (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

**Contact Information:**

Wylma Skean • Corbly Hall, Room 323  
 Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: skean@mctc.edu

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AT 114. AT 114 has a prerequisite of AT 136 or permission.  
 2. The LAS 248 prerequisite of LAS 101 will be waived for the Administrative Assistant Technology: Medical Transcription Option. Please see an advisor.  
 3. The third and fourth semesters are composed of courses from the One-Year Medical Transcription Certificate Program. Entrance exams verifying above-average grammar, spelling, and punctuation skills, basic word processing skills, minimum keyboarding speed of 45 wpm, and instructor permission are required for admission to the program and enrollment in the third semester courses. Successful completion of third semester courses (C or better) is required for entrance into fourth semester courses. Students who have completed the One-Year Medical Transcription Certificate Program may complete the first and second semester courses (or demonstrate required skills via competency exams where available) to complete the two-year degree program.  
 4. Third semester AT courses have prerequisites of admission to the program and instructor permission. Please see an advisor for further information on program admission requirements.  
 5. Fourth semester courses have prerequisites of successful completion of third semester courses (C or better) and instructor permission.