

Certificate

Program Description:

The increasing healthcare demands of today's society have created the need for highly skilled medical transcriptionists who possess the knowledge and skills necessary to succeed in this demanding profession. The One-Year Certificate Program in Medical Transcription provides a strong foundation in anatomy/physiology, medical terminology, pharmacology, human diseases, laboratory and surgical procedures, preparation of medical documents, and medical transcription.

This intensive program utilizes authentic physician dictation to prepare students to transcribe a wide variety of dictation subjects including Cardiology, Dermatology, Endocrinology, Gastroenterology, Neurology, Obstetrics and Gynecology, Urology, Ophthalmology, Pulmonary Medicine, Orthopedics, Otorhinolaryngology, Hematology/Oncology/Immunology, Pathology, and Radiology. The student progresses from entry-level to hospital style dictation.

Upon completion of the One-Year Certificate Program in Medical Transcription, 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:

Job opportunities will be good. Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2012. 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. With experience, a transcriptionist may work from home (free lance or employed for an organization).

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)

Program Admission Requirements:

Successful completion of entrance exams in grammar, spelling, and punctuation is 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 696-3460.

Major Code – CM50

FIRST YEAR¹	
<p>First Semester²</p> <p>AAT 220 Anatomy and Physiology for Transcription..... 3</p> <p>AAT 221 Medical Terminology for Transcription..... 3</p> <p>AAT 222 Pharmacology for Transcription..... 3</p> <p>AAT 223 Beginning Laboratory Medicine Transcription..... 1</p> <p>AAT 244 Beginning Medical Transcription..... 8</p> <p style="text-align: right;">TOTAL CREDITS..... 18</p>	<p>Second Semester³</p> <p>AAT 224 Advanced Laboratory Medicine for Transcription. 1</p> <p>AAT 225 Human Diseases for Transcription3</p> <p>AAT 245 Pathology Transcription2</p> <p>AAT 246 Radiology Transcription2</p> <p>AAT 247 Gastroenterology Transcription.....2</p> <p>AAT 248 Cardiology Transcription2</p> <p>AAT 249 Orthopedics Transcription2</p> <p style="text-align: right;">TOTAL CREDITS 14</p>
HOURS REQUIRED FOR GRADUATION: 32	

Employment Opportunities:

- Physicians' offices
- Hospitals
- Medical schools
- Acute care facilities
- Physical therapy facilities
- Rehabilitation facilities
- Nursing homes
- Clinics
- Transcription companies
- Independent contractors
- Business support services
- Work from home

Contact Information:

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1. To be admitted to the program, students must take a series of entrance exams verifying above-average grammar, spelling, and punctuation skills; basic word processing skills; and a minimum keyboarding speed of 45 wpm. Students who have completed the one-year Medical Transcription certificate program may apply all of the 34 credit hours to the two-year Associate of Applied Science, Administrative Assistant Technology - Medical Transcription degree program.

2. First semester AAT courses have prerequisites of admission to the program and instructor permission. Please see an advisor for further information on program admission requirements.

3. Second semester AAT courses have prerequisites of successful completion (C or better) of first semester courses and instructor permission.