

MEDICAL TRANSCRIPTIONIST
Certificate Program
Entirely On-line Interactive Courses

The Medical Transcriptionist (MT) curriculum is designed specifically for the person who wishes to gain the knowledge and skills necessary to transcribe digital medical dictation using the latest transcribing equipment and/or adaptations. Medical transcription is a medical language specialty. A high level of fluency in the English language is required in order to interpret and transcribe dictation by physicians and other healthcare professionals. Medical transcriptionists work in hospitals, clinics, physician practices, and transcription services. Many work in their homes as independent contractors and home-based employees. Characteristics for success in this field include excellent English language skills as well as a strong interest in the medical language. You must have good hearing acuity and listening ability combined with reasonable keyboard skills.

This program is Internet based and all content is online except for reference materials. This program is designed to be completed in one year and requires approximately 450 clock hours, with its content divided into two semesters. Students may choose to complete their course work on campus in the HHPC computer lab or entirely off campus; no classroom attendance is required. Experienced senior transcriptionists will be available to answer questions and interact with students from any location. Prerequisites include the ability to type 50 corrected words per minute and passing scores in English and Reading on the Accuplacer test or completion of basic English and Reading courses. The program must be completed with an overall grade of 85% in order to receive certification.

First Semester

MTRN 110	Introduction to Medical Transcription	3 credits
MTRN 120	Medical Terminology for Transcription	3 credits
MTRN 130	Anatomy and Physiology for Medical Transcription	3 credits
MTRN 140	Disease Processes	2 credits
MTRN 150	Applications and Pronunciations	<u>3 credits</u>
Total		14 credits

Second Semester

MTRN200	Medical Specialties and Editing	3 credits
MTRN220	Beginning Transcription	3 credits
MTRN230	Intermediate Transcription	4 credits
MTRN240	Advanced Transcription	4 credits
MTRN250	Shortcuts and Efficiencies	2 credits
Total		<u>16 credits</u>

Total Credits 30 Hours

Medical Transcription

Medical Transcription On-Line Learning Program at San Juan College

Learn an interesting and high-paying skill that allows you to work at home. Medical transcription is the process of creating hard copy documents from doctors' dictated reports. This top-rated home-based, well-paying business allows you to set your own hours, have job flexibility, avoid long commutes, eliminate day care and spend more time with your family, do interesting work, and learn a lot about medicine. This is an online course with online access to experienced transcriptionists to answer questions and help solve problems. In addition to online access and support materials, students receive extensive texts and study aids and transcription equipment. You have up to one year to complete the course. A successful candidate for this program has: computer skills, typing skills, time management skills, good hearing acuity, and a willingness to learn. The online approach improves computer and typing skills and develops competency in medical transcription while allowing you to study and learn at home. Upon successful completion, you may work from home or an office in gainful employment. Medical transcription ideally suits those who desire to work from home for whatever reason - childcare, health problems, disabilities, time, etc. This unique program was developed by medical transcriptionists to take you step-by-step through every competency required to succeed on the job. This is done with programmed learning, thousands of exercises, and building-block progression of one concept upon another, starting with the introduction of concepts and proceeding to the actual transcription of hundreds of "real" reports from beginning to advanced. Course textbooks and reference materials are included to supplement the online experience. Topics include: keyboard kinetics, grammar and style essentials, medical word building, human anatomy, physiology and disease processes, abbreviations, how to look up words, medical plurals, word differentiation and formatting, perfecting the text, and medical dictation to be transcribed.

Program Purpose

The program will take you step-by-step through every competency required to succeed on the job.

San Juan College offers a unique focused curriculum that was designed by MTs, editors, and service owners/managers. The online approach improves computer and typing skills and develops competency in medical transcription while allowing you to study and learn at home. The student is allowed up to a year to complete the program (many finish in seven months or less), and is ready for employment after passing the final examination.

For more information on this Certificate Program or for career counseling, contact Sandra Johnson at 505-566-3078 or email johnsons@sanjuancollege.edu.

Frequently Asked Questions

What do I need in order to work from home?

To work effectively for most companies, you will need a COMPUTER, but nothing fancy. Essentially, as a transcriptionist, you will be word processing. If you can use a typewriter, you can use a computer for medical transcription, **EVEN IF YOU HAVE NEVER TURNED ON A COMPUTER BEFORE**. However, the more familiar you are with computers and word processors the more productive you will be and the more money you will make.

You will also need a way to hear the dictated reports. Our course material requires access to WavPlayer technology, which means that you hear the dictation through the speakers connected to your computer. If you want the sound in your head, but not in the room, you will need to purchase a headset to connect to the speakers. You will also need a foot pedal for the STOP, PLAY, and REWIND features.

You will need a good MEDICAL DICTIONARY, which is included in our course materials. You will also receive a copy of Saunders Pharmaceutical Word Book 2001, listing pharmaceutical names from traditional as well as herbal and natural medicines. As a medical transcriptionist you will want to be able to find definitions as well as find words doctors might be saying. As far as equipment goes, there is not a huge investment, even if you want to set up your own business.

What computer equipment do I need?

Recommended system requirements for students wishing to take a course on the web:

Pentium-class PC

Windows™ 98/ME/XP/2000/NT

32 MB of RAM

33.6 KBPS modem

Monitor and video card capable of SVGA (800x600) resolution and thousands of colors

Sound card and speakers

Available serial or USB port (for foot pedal)

Color Printer

Latest version of Netscape Navigator or Microsoft Internet Explorer (*free download)

Real Audio browser plug-in (*free download available from Career Step website)

If you have hardware or software that exceeds the recommended specifications, the course will work even better.

AOL Users

You may use your AOL Internet connection to complete the course; however, you will need to use the standard Microsoft Internet Explorer or Netscape browser instead of the AOL browser.

Who do Medical Transcriptionists work for?

A transcriptionist can live in Podunk Valley, California, 100 miles from the nearest city, and work for a client at the other end of the country in Boston or New York. This is happening more and more. MTs may work for medical facilities as in-house employees, they may work for transcription services in-house (actual employee), or at home (independent subcontractors or statutory employees).

Potential clients are doctors offices, medical clinics, hospitals of all shapes and sizes, rehab centers, ambulance services, company medical centers (some big companies have their own medical transcription departments), and transcription services, small and large. There is also the option for a medical transcriptionist to acquire his or her own clients, in which case that MT is a self-employed entrepreneur.

How much can I earn as a medical transcriptionist?

That varies a lot. This chart will give you a **low** estimate. This is figured at the **STARTING RATE** working for somebody else in the lowest-paid parts of the country, so between \$0.05 and \$0.06 cents per line. The dollar figure is the **GROSS ANNUAL INCOME**.

Hours Worked per Week	Typing Speed Gross Annual Income			
	50 WPM	60 WPM	70 WPM	80 WPM
10	\$6,240.00	\$7,280.00	\$8,840.00	\$9,880.00
20	\$12,480.00	\$14,560.00	\$17,680.00	\$19,760.00
30	\$18,720.00	\$21,840.00	\$26,520.00	\$29,640.00
40	\$24,960.00	\$29,120.00	\$35,360.00	\$39,520.00

If you get your own client, **DOUBLE** the amount above. If you type faster, **YOU'LL MAKE MORE**. If you work more, **YOU'LL MAKE MORE**. If you get your computer doing some of the work for you, **YOU'LL MAKE MORE**. If you earn more than \$0.06 cents a line, **YOU'LL MAKE MORE**. You get the idea. Oh, and if you are fortunate enough to live in places with higher standards of living, such as California or New York, you will make substantially more. Some people have been known to average between \$40 and \$50 AN HOUR! Most people make **MORE THAN \$20 AN HOUR**. Any way you look at it, good medical transcriptionists make **EXCELLENT MONEY!**

What are the advantages of the San Juan College Medical Transcription On-Line Program?

There are many, but the ones that first come to mind are:

- ◆ It offers the convenience and flexibility of learning to be a medical transcriptionist at home, at your own pace (you have up to a year to complete the program), on a schedule that you establish yourself. We recommend that you spend at least 20 hours a week working on the course materials in order to successfully complete each semester. The College does not set up a specific time or place for you to go in order to learn - this means that you study when and where your schedule permits. The online course is available 24 hours a day, 7 days a week. Training is offered in an online format with text support: everything you need is available online, but you have books if you need them, and they are yours to keep - the beginning of your medical transcription library.
- ◆ The course is competency based. This means that the successful graduate acquires the skills and competencies to enter the job market, working at home or for a service, clinic or hospital. Also, you learn in the electronic medium that is used on the job. The hundreds of real-world recorded reports that you will be transcribing in this program prepare you for employment, once you pass the exam.

The Online Medical Transcription Training Program offers many advantages over traditional text based courses. These include:

- ◆ Instantaneous computer grading of all exercises and tests, saving you time and calling your attention to critical errors.
- ◆ Test scores and results are saved in the Grade Book for your review.
- ◆ Embedded pronunciation words throughout the text, playing for you at the click of a button. Train your listening ear quickly and easily.
- ◆ Communications Center facilitates quick and easy communication between instructors, yourself, and fellow students through live chat, student forum, and e-mail.
- ◆ Learn to spell and type medical terminology throughout the course because you can't cheat! Spelling counts on every exercise.
- ◆ Gain valuable experience using the computer and on the Internet. Everything you do is word processing and as such, excellent preparation for your new career!
- ◆ Learn to use digitally recorded dictation files, downloading, playing, transcribing, and saving them. Experience using the latest technology will make you invaluable to employers.
- ◆ Transform your computer into a transcriber with WavPlayer software and a PC transcription foot pedal. Attach a headset to your speakers and you're off and running.
- ◆ An integrated course structure that divides into manageable sessions and lessons. Each lesson is designed to be one or two hours in length. This programs you for success, as it helps you to overcome your biggest hurdle - teaching yourself the structure and discipline necessary to work at home.

- ◆ Automated text comparison of your transcription against the completed report from the transcription key. Unique, cutting edge technology highlights and color codes differences in the text. This heightens learning by clearly and immediately proofreading problems.

How long does it take to finish the course?

The course takes approximately 350 to 400 hours to complete for those who have no medical terminology or anatomy knowledge or experience. The average completion time is seven to eight months. This can be accomplished by studying two to three hours a day, five days a week. Through conscientious transcription of the medical reports in the course, you will become fully qualified to work as a professional medical transcriptionist. You can complete all the required course work during 2 sixteen week semesters.

Do I need to be a good typist to be a medical transcriptionist?

If you have average typing skills and a desire to learn, then we will take care of the rest. Our keyboarding kinetics course is designed to help you increase your typing speed and your accuracy, both of which are vital to the success of a medical transcriptionist.

Do I need to be certified?

There is currently no state, local or federal certification requirements for medical transcriptionists. San Juan College and Career Step offer their own certification. Upon finishing our course, you will take a final examination which consists of two parts: a 100 question written portion and a transcription portion wherein you will transcribe 7-10 medical reports. San Juan College and Career Step certification requires an overall examination score of at least 85%.

This process allows us to gain an excellent idea of your transcription ability, which enables us to both serve as a reference for your employment, and to provide you access to our graduate support system.

If you wish to obtain National Certification as a Medical Transcriptionist after you graduate you can apply to take the test with the American Association of Medical Transcriptionists. To find out more information about their certification, please check their website at the following address: <http://www.ahdionline.org>.

How much does it cost to complete the online program?

Effective April 1, 2009 for the Summer 2009 semester, tuition will increase from \$30 to \$32 per credit hour for in-state students and from \$40 to \$70 per credit hour for out-of-state students. Effective for the Fall 2009 semester, tuition for the MTRN program will be:

	In-state Tuition	Out-of-State Tuition
1 st semester	14 credits X \$32 = \$448	14 credits X \$70 = \$980
2 nd semester	16 credits X \$32 = \$512	16 credits X \$70 = \$1,120
Total Tuition costs	\$960	\$2,100

Course text materials are available for an additional \$279.99. Your other expense will be \$164.95 for hardware and software. The total cost for New Mexico students is \$1,404.94; out-of-state students will pay \$2,544.94. Students can apply for Federal Financial Aid if needed. San Juan College's FAFSA school ID is 002660.

What is Career Step?

San Juan College operates its Medical Transcription program in partnership with Career Step, an AAMT approved program training transcriptionists and coders across the country. We recommend you go to www.careerstep.com and look at their Medical Transcription pages before you decide to register for our courses. When you sign up for our program, you will be working on the curriculum at the Career Step website. By registering with San Juan College, you can complete the Career Step courses while earning college credits and using Financial Aid.

Can I take classes in the Summer?

We currently do not offer courses during the 8-week Summer semester. There is not enough time to complete all of the required course work during 8 weeks.

What happens after I register for classes?

Although this program is entirely online, we still have to follow the college's regular semester system. You must wait until the semester officially starts before you can begin your courses.

Approximately one week before the semester starts, your information will be sent to Career Step so they can create an account for you. You will receive an email from Career Step with your user ID and password for the courses. Remember, when you go online to start your course work, you are going to the Career Step website, not the San Juan College website.

When you get your Career Step ID, you can go online and get started with the courses. Don't wait for your books! The first sections online include an orientation and Keyboard Kinetics. You won't need any books for these sections, so you can get started right away.

You will not be able to purchase your books until AFTER you get your user ID from Career Step. If you are paying for your books with Financial Aid, you must order your books from the San Juan College Bookstore. You can call Bea Roanhorse at 505-566-3260 and she will help you order your books. Wait until AFTER you get your Career Step ID to order your books!

How do I know if I am keeping up with the courses?

You will be given a time line showing how long (in hours) it should take to complete each course section and by what date in the semester each section should be completed. If you start falling behind, you can get caught up if you work hard. It is recommended that you spend at least 20 hours a week working on the courses in order to complete the work within the 16 week semester.

I finished the 1st semester courses early. Can I start on the 2nd semester now?

Students who finish the first semester early and want to keep working will be given access to course work that will prepare them for the actual transcription required in the second semester. We don't want you to get bored or forget what you have already learned.

What happens if I don't get everything done within the semester?

When grades are submitted at the end of each semester, you will be assigned grades based on the work you have completed. If you haven't completed a course, you will receive a failing grade for that course. You will still be allowed to complete the work, and your grade will be changed when all the course work is satisfactorily completed. Be aware that failing grades will affect your Financial Aid status.

You said I had one year to complete the program. What does that mean?

Students are allowed one year to complete the program with Career Step. However, you have 2 San Juan College semesters to complete all of the Medical Transcription courses. If you take longer than one year to complete the program, you may be required to pay additional fees with Career Step and/or San Juan College.

How easy is this program?

This is up to each individual student. The more dedicated and hardworking you are, the easier it is. Some students struggle with the grammar review; others struggle with the transcription section. If you are absolutely sure this is what you want to do, you can do it!