



Thank you for your interest in the online **Medical Transcription and Editing Program** at Everett Community College (EvCC) in Everett, Washington. We are excited to provide you with more information about both our program and the medical transcription and editing industry. This handout will provide you with the following information:

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About the Program

The EvCC MTE program focuses on providing the training required for students to obtain an entry-level position as a medical transcriptionist or medical transcription editor. In partnership with CareerStep, the EvCC program provides an excellent web-based curriculum which delivers

training for producing a variety of medical reports. The program is offered in a completely online environment.

The 43-credit program is set up with a choice of two program course loads (tracks) to accommodate individual commitments including four- or five-quarter-work loads. Both tracks are approved for eligible financial aid.

This is an independent certificate program and must be taken in entirety. We do not transfer in credits from other programs. Suitability for transferring our credits to another academic program is dependent on the requirements of the other program.

The [MTE Checklist with Timelines](#) lists all the steps you need to follow from obtaining information to enrolling in the college, applying for financial aid, completing orientation, and even registering for classes.

Is the program reputable?

Our comprehensive Medical Transcription and Editing Program is an AHDI-approved healthcare documentation program, having received approval from the Approval Committee for Certificate Programs (ACCP), which is overseen by their National Leadership Board of Directors. Through peer review, this process identifies high-quality medical transcription education and verifies standards for entry-level healthcare documentation professionals.

Upon completion of our program, you will have met the competencies established as part of the AHDI Model Curriculum for Healthcare Documentation. For additional information about AHDI's Education Program approval, go to [AHDI Education Program Approval](#). This provides reasonable assurance that graduates will possess the necessary job skills for entry into the profession.

What sets us apart?

Everett Community College is accredited by the Northwest Association of Schools and Colleges and **43 college credits** will have been earned upon completion of the program.

- **Financial Aid is available** and may include Pell Grants, Direct Loans, State Need Grants, BFET (Basic Food, Employment and Training), and Military and Veteran-based funding including CAA for military spouses.
- In conjunction with CareerStep, we offer the opportunity to participate in their **Graduate Services Program**, an enormous assist for getting your foot in the door to employment.
- We have Association for Health Care Documentation Integrity (AHDI) ACCP approval.
- The completely online program is accessible by students across the United States as well as international locations.

How long is the program?

The program can be completed in four or five quarters (12 to 15 months). Both plans work with financial aid.

How much time does it take?

You will need to dedicate approximately 3 hours per week per credit taken to complete all material. This will vary, of course, depending on your personal learning style and specific courses. Please note the transcription classes (MTE 200, 240, 280) starting with MTE 200 are

VERY time intensive and progressively more challenging as you work through the program. Please be sure to allow enough time in your schedule to properly complete these courses.

Is the program self-paced?

No. There are scheduled start and end dates to each quarter and specific due dates for assignments. In addition, there are online participation requirements.

Do I need to attend school at particular times or on certain days?

No! While there are weekly deadlines explained to you in your specific course syllabi, you can log in and do your work as is convenient to you throughout the week. This can be at any time, day or night, any day of the week.

Are there prerequisites?

Medical transcription and editing can be a fulfilling and rewarding career, but it is not the career for everyone. Do you have a comfortable command of the following skills?

- English comprehension, spelling, and usage competency (both spoken and written) equivalent to that of a high school graduate.
- Minimum keyboarding speed of 35 corrected words per minute. This can be self-assessed with any free online typing test.
- Intermediate word processing skills, including ability to create, save, format, and copy and paste documents.
- Intermediate computer skills including ability to troubleshoot basic computer problems, install software, manage files, send and receive emails with attachments, and utilize the Internet for research purposes.
- Normal level of audiometric acuity.

Students coming into the program are required to have a high school diploma or equivalent, and computer proficiency, including keyboarding skills.

You will need reliable high-speed access to the Internet and a computer (a PC, not a Mac).

As an online Medical Transcription and Editing student, you are not required to take placement testing or come to our campus to register.

Is there a minimum grade point average to pass this program?

Yes. You must receive a "C" (2.0) or better in ALL classes - equivalent to 85% or better. If you do not, you may repeat that class once to raise your grade to passing. The cost of a retake is based on the number of credit hours.

What is the cost of the program?

The cost for the program is \$5,062.45 plus fees of \$444.00, which includes the complete online curriculum, online and electronic reference materials including the AHDI Book of Style eBook, access to the Microsoft Office 365 Suite, the foot pedal, and the optional Test Prep Class. (No additional books are required, although additional software is.)

This price does not include CareerStep extension fees of \$150 per four months if your enrollment in the program goes more than 12 months. (These are payable directly to them.)

Residents and non-residents pay the same amount. Fees (tuition) are paid quarterly based on the courses you are registered for and are subject to change.

If you need to repeat a class, this will be at your expense at the current cost per credit. (Please note that a C is required for passing; a C- does not count.)

What materials are provided?

Medical Transcription and Editing students receive a foot pedal from CareerStep via UPS prior to their first transcription class.

You do need to have Microsoft Word (which you can get free as an EvCC student) and Stedman's Medical Spellchecker. Discounts might be available through the [Wolters Kluwer Website](#). The cost of the program includes the optional no-credit, no-fee Test Prep class for all graduates to help prepare them to take the CareerStep final exam and/or prepare for the customary pre-employment testing. Passing the CareerStep final examination is a requirement for participation in the Graduate Services Program. We cover extension fees while you are taking this class.

Everything you need is included in the program and is completely accessible online. You DO NOT NEED TO BUY BOOKS!

Will I be a certified medical transcriptionist when I graduate?

No. You will receive a "certificate of completion" when you finish the EvCC program, but this is not the same thing as being "certified." The only way to become a Registered Healthcare Documentation Specialist (RHDS) is to pass an exam given by the Association for Healthcare Documentation Integrity (AHDI).

Does EvCC offer job placement?

While we do not offer job placement directly, all our program graduates who go on to pass the CareerStep (CS) final exam with Honors or High Honors status (not required for EvCC program completion) are eligible for the CS Graduate Resources which provides support including extensive employer relationships, job notifications, and access to the CS Help Hotline for a year.

At the present time, graduates with CareerStep Honors or High Honors status participating in the Graduate Services program have a 90% or higher employment rate.

Where might I expect to find employment?

Our program graduates work as MT/MTEs for medical transcription services, hospitals, and clinics. They work for large national companies and small private practices and everything in between. MT/MTEs work as employees or are self-employed as independent contractors or subcontractors and can work "remotely" at home.

How much will I earn?

This will vary depending on the job you get and how long you do it. Per the Bureau of Labor and Statistics, the median annual wage for medical transcriptionists is \$35,250 or \$16.95 per hour. (This is not likely to be a starting wage but one to earn with time on the job.) Starting wages are typically relatively low but have significant potential to improve with time on the job. These are often production based; you are paid by how much work you produce, particularly when you are working from home.

A medical transcriptionist is often expected to produce between 1000 and 1200 lines of transcription per day. A typical starting rate might be 7 cents per line; this can take you to \$84 a day. After time on the job, this can go up to 10 or 12 cents or more per line as you have more experience and your job options expand.

A medical transcription editor's production is also calculated by the line; beginners are expected to produce between 225 and 250 lines per hour once they are fully trained on a job, and a reasonable starting rate for editing is 4 cents a line. This takes you to \$9 to \$10 an hour to start with. With experience, production levels are expected to increase to 400 to 450 lines per hour, taking us to \$16 to \$18 an hour.

Hourly wages are usually paid for employees working on site in a clinic or a hospital and average in the \$16 to \$19 range.

Where can I get more information about wages and the job?

The United States Department of Labor's Bureau of Labor Statistics is a good place to go: <http://www.bls.gov/ooh/healthcare/medical-transcriptionists.htm>. Most medical transcriptionists work for hospitals, physicians' offices, and third-party transcription service companies that provide transcription services to healthcare establishments. Others are self-employed.

The following industries employed the majority of medical transcriptionists in 2016: Hospitals; state, local, and private, employed 28%; administrative and support services, 28%; offices of physicians, 24%. Many transcriptionists work from home offices, receiving dictation and submitting drafts electronically.

Regarding Work Schedules: "Most medical transcriptionists work full time, although about one-third worked part time in 2016. Medical transcriptionists who work from home may work outside typical business hours and/or may have some flexibility in determining their schedules. Their work can be stressful because they need to ensure that reports are accurate within a quick turnaround time."

This most recent update to the Occupational Outlook Handbook indicates the Job Outlook between 2016 and 2026 is expected to decline (noting that this number has been changing over the last several years with growth below average then to average, now here – we anticipate this to continue to change). It's also worth noting that many industry leaders disagree with this perspective. Our academic partner, CareerStep, has a good presentation worth watching about this: [State of the Medical Transcription Industry video](#).

Another good page is the [Bureau of Labor Statistics Occupational Employment Statistics page](#). Here you will see specific statistics regarding employment estimates and wages for across the country, along with other helpful details reflecting the most current information from May 2017 (last modified on March 30, 2018). (Be sure to scroll down through the whole page - there are all sorts of different information there. If you hover over a state in a given map, it will pull information for that particular map as well.)

This information does NOT mean that a beginner MT/MTE will find work right off the bat at a particular wage level, but it does mean that for those who stick it out in this field and survive the beginning years where wages are notoriously low, there IS potential for wages that are competitive in the field. The median hourly wage is \$16.95 with a low hourly wage of \$10.42 and a high hourly wage of \$24.72.

For state-by-state views of the occupational profile, visit [CareerInfoNet.org](#), sponsored by the U.S. Department of Labor. Type in MEDICAL TRANSCRIPTION and then select states for the [Occupation Profile](#).

Is there a future in this industry?

There is talk that medical transcription is going away; we strongly believe it is not. The job may change; actually, the job WILL change, but there will be continued need for people in the process no matter what. When you complete our program, you are trained to do both medical transcription and editing. We've had more job opportunities available to our graduates in the recent past than ever before and more demand for top-notch students than we have students to share.

It is our understanding from sessions at our professional conference in the last several years that employers prefer to hire recent graduates over MTs with years of experience for the expanding field of medical editing working with speech recognition technology. This is because the skillsets are different for each of these tasks, and many medical transcriptionists have been challenged retraining themselves to do something differently. Our students are trained to be competitive in the job market as both MTs and MTEs.

All students who complete our program will have the opportunity to participate in the Graduate Services Program through CareerStep (the online courseware we use as part of our program), although there are additional requirements for this beyond what is required to obtain your certificate from us. Currently, they have better than a 91% placement for MT/MTEs.

While often entry-level jobs can seem to be difficult to obtain in the transcription world, our program using the CareerStep courseware is one of the few that several large national-level employers actually consider valid preparation for their beginning positions. Entry-level jobs do not pay particularly well, but the MTE world is one of the places where you CAN work from home successfully and this opportunity brings its own set of pluses into the mix. Earnings are typically directly tied to productivity; as you become more productive, you earn more money.

What's it like taking classes online?

Most people find taking classes online easy to master, although if you are new to online learning, it can be confusing at first. (This isn't to say the program is easy, but that taking classes online is not something to worry about.) You want to remember our program is designed to be user-friendly. You have LOTS of support available to you throughout the program through your instructors, advisors, and technical support teams.

The courses where you do transcribe and edit (MTE 200, 240, 280 and MTE 290) are both more intense and progressively more difficult than the "prep" classes. Throughout the program you will have over 1300 medical reports to transcribe and edit! These range from correspondence to basic clinic notes to extensive work in acute care reports.

The single most common cause for failure is simply not doing enough work. Be sure you allow yourself enough time to effectively learn. Grades and the corresponding skills are crucial.

How do I interact with my teachers and advisors?

Your instructors are available to help both in online discussion boards and via e-mail. Their contact information will be provided in the individual course syllabi. Should you need to speak with an instructor directly, you can always arrange for a phone call.

Remember, you have full access to both the classroom (Canvas) and the courseware (CareerStep) all the time. This is a true "24/7" opportunity.

Program advising is done online through e-mail but can also be arranged in person. To do this, contact MTEadvising@everettcc.edu.

What will I do in Canvas?

Once logged in, you will have access to all your classes individually in Canvas. In each of the classrooms, you will have your syllabus, discussion boards, and weekly lessons. You will be able to “talk” with your instructor and other students, read assigned material and take tests, doing the things you would do in any other classroom.

What will I do in CareerStep?

You will also be working in online learning modules in CareerStep, where you will have assignments and work with both your courseware and actual textbooks, as well as working in the actual transcription and editing practicums.

Course content will take you through everything from reading material to exercises and tests, as well as transcribing and editing actual dictation of medical correspondence, clinic notes, basic and advanced acute care reports in medical specialties including but not limited to cardiology, gastroenterology, orthopedics, neurology, obstetrics and gynecology, ophthalmology, and otorhinolaryngology. You will work with emergency room, physical medicine, radiology, and pathology reports, including the “Basic Four” of history and physical reports, consultation reports, operative reports, and discharge summaries.

Your background in preparation for this dictation will include classes ranging from grammar and punctuation to pharmacology and laboratory data to anatomy, pathophysiology and disease processes.

You will have the opportunity to work with M*Modal’s AnyModal Edit program, an actual industry platform, as well as improve your productivity by using word-expansion software, Shorthand. This training is a very big deal and part of what is going to set you apart from the crowd as you leave our program. You will have the REAL deal in your background.

If you would like to explore the program material online as a guest, reach out to the MTE Success Team at success@everettcc.edu.

What are Computer Requirements?

You need a computer; either a desk-top or laptop will work. While some program content can be accessed on a tablet, you will need a PC computer (not a Mac!) to complete the program.

The following are required:

- An active high-speed Internet connection.
- Ability to make modifications and install software.
- Sound card and speakers; a headphone port and headphones are strongly recommended.
- Available USB port for the foot pedal (provided) used for transcription.
- Pop-up blocking to be disabled, cookies to be enabled.
- Java and JavaScript to be enabled and up to date.
- Adobe Acrobat Reader, Adobe Flash Player, and current Windows Media Player or QuickTime Player.
- A printer (either inkjet or laser) is optional depending on your personal leaning and working styles. (Some students print many things, others print none.)

Withdrawal and Refunds

The deadline to withdraw and receive a 100% refund or to make changes to your schedule is no later than 4:30 p.m. Pacific Time the fifth day of the quarter. There is no 50% refund option.

Because withdrawing from a class may affect your financial aid, it is important for you to contact our Financial Aid Department at 1-866-304-3822, option 2, or 1-425-388-9157.

This is a “self-support” program and does not utilize state funding to cover instructional costs. Therefore, the regular tuition schedule does not apply to self-support classes. There is no “20/40” Payment Plan or 50% refund period for self-support classes.

We encourage you to make any schedule changes as early as possible during the first week of the quarter to avoid, as much as is possible, any additional charges associated with your class schedule changes.

What if I have other questions?

Ask them! We love questions. You can contact:

- MTE Success Team at success@everettcc.edu or 1-425-388-9034, toll-free at 1-866-304-3822, option 1
- MTE Advising at MTEAdvising@everettcc.edu
- The Financial Aid Support Team for the Medical Coding and Medical Transcription and Editing Programs at MC-MTEfinancialaid@everettcc.edu or 1-866-304-3822, option 2
- For more information online about EvCC’s Medical Transcription and Editing Program, visit www.everettcc.edu/mt.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.