



## GENERAL INFORMATION

Medical transcriptionists (MTs) translate and edit dictation recorded by healthcare providers regarding patient assessment and treatment. Using headsets and transcribing equipment, MTs transcribe a variety of medical reports about emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. These reports become part of the patient's permanent medical record. In order to accurately produce reports in a format that is clear and comprehensible, MTs must understand the language of medicine, anatomy and physiology, disease and pathology, diagnostic procedures and treatment, as well as be familiar with commonly prescribed medications. MTs must also be able to translate medical jargon and abbreviations into their expanded forms. While some healthcare providers still utilize analog tape technology, many now record dictation using digital equipment. These digital voice files can be transmitted via the Internet to the MT who can transcribe the work and return it to the provider via the Internet. Because of this, an MT can provide transcription services for providers anywhere in the country.

Using "back-end speech recognition" technology, many doctors are now dictating directly into the computer. When this happens, the MT listens to the voice file while proofing and editing the doctor's words on the computer screen. This allows for production of an accurate medical record in less time than with traditional transcription.

## PREPARATION

In the past, most MTs trained "on the job." Today, however, completion of a specialized program in medical transcription is recommended if not required. For MT positions, understanding medical terminology is essential. Good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Keyboarding speed between 70 and 80 words per minute is essential. Good listening skills are also necessary, especially for environments where healthcare providers may speak English as a second language.

After successful completion of an AHDI-Approved MT program, graduates may elect to sit for the RMT (Registered Medical Transcriptionist) exam. Passing this exam allows the use of the initials "RMT" after one's name and is taken as evidence of entry-level competency on the part of the MT. AHDI is the Association for Healthcare Documentation Integrity, the MT nonprofit professional association. EvCC is an AHDI-approved school.

The MT with two years of acute care experience may voluntarily take an exam given by AHDI in order to be recognized as a Certified Medical Transcriptionist (CMT). While it is not required that an MT be certified in order to work in this field, holding this credential is generally recognized as the sign of a well-rounded, competent MT.

## CAREER OPTIONS

Medical transcriptionists work as employees in hospitals, doctors' offices, or for medical transcription services. Both full-time and part-time work is available. Many MTs telecommute from home-based offices as employees, sub-contractors or as self-employed independent contractors. In the past, several years of experience were required before an MT could hope to work from home. However, due to the current shortage of qualified MTs, some employers, notably some medical transcription services, are now willing to test program graduates for possible immediate placement working from home. An increasing number of MTs are now home-based, whether working for themselves or others. With experience, MTs can advance to supervisory, editing, consulting or teaching positions. With additional education or training, some become medical records technicians, medical coders, or medical records and health information administrators.

## JOB OUTLOOK

According to the US Department of Labor's Occupational Outlook Handbook, employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2016. This will be spurred by a growing and aging population who 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 easily be 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. Furthermore, contracting out transcription work overseas and advancements in speech recognition technology are not expected to significantly reduce the need for well-trained medical transcriptionists domestically.

## COMPENSATION

In 2006, the median hourly earnings for MTs was \$14.40. Compensation methods vary. Some MTs are paid hourly, some are paid based on their production, some are paid based on a combination of the two. Independent contractors and transcription service employees usually receive production-based pay. New MTs who are paid solely by production will probably not see earnings above "minimum wage" until they have many months or even a year of experience.

*A large part of the information above was adapted and quoted from the Occupational Outlook Handbook, 2008-09. <http://www.bls.gov/oco/ocos271.htm> (April 2009)*

## PROGRAM DESCRIPTION

Everett Community College's Business Technology Department offers a Medical Transcription Certificate program which utilizes state-of-the-art software and text materials used exclusively for the training of medical transcriptionists.

The program of study is **full-time, for 3 quarters, requiring 43 credits**. The program is offered in an **online** environment, which may be entered at the beginning of any quarter. Students utilize their own computer and can anticipate spending 40-50 hours per week to complete the program.

Classes are totally self-contained and focus on providing the training required for the student to obtain an entry-level position as a medical transcriptionist.

A Certificate is awarded upon successful completion of this 43-credit program. Some of the courses are designed for transfer to the Bachelor of Science in Healthcare Management which is offered online by the University of Phoenix.

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**Check out our website**  
[www.everettcc.edu/medtrans](http://www.everettcc.edu/medtrans)

## BEFORE YOU BEGIN

No entry testing is required.

Prior to beginning Medical Transcription courses, students should have a working knowledge of Microsoft Word, intermediate computer skills and a touch typing speed of at least 45 wpm.

Students who do not currently possess those skills should consider completing the following courses as needed before beginning the Medical Transcription courses:

- BT 100 Beginning Keyboarding
- BT 105 Keyboarding for Speed and Accuracy
- BT 219 Introduction to Microsoft Word
- CL 101 Computer Literacy

## PROGRAM ADVISOR

It is essential to follow advisor guidance for this program. Please contact:

Patricia Stettler, CMT, Olympus Hall 223  
Phone 425-388-9247  
E-mail: [pstettler@everettcc.edu](mailto:pstettler@everettcc.edu)

General questions about the College may also be addressed to: Enrollment Services, Jackson Center, 425-388-9219, [admissions@everettcc.edu](mailto:admissions@everettcc.edu).

## COST

Because of the special nature of this program, the comprehensive class fee for this program is currently \$4791. Financial aid is available for eligible students to assist in meeting the costs of enrollment, and prospective students are encouraged to apply for financial aid early.

## GETTING STARTED IN MEDICAL TRANSCRIPTION AT EVCC

Students interested in Medical Transcription are encouraged to contact our Medical Transcription Student Services Specialist for assistance with the application and registration processes, as well as for information about financial aid options.

**Call toll-free 1-866-304-EVCC**  
or send an e-mail to  
**[success@everettcc.edu](mailto:success@everettcc.edu)**



## ABOUT EVERETT COMMUNITY COLLEGE

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC. Each term, about 9,900 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few. Student clubs range from Phi Theta Kappa (the Honor Society) to the United Native American Council to the International Club to the German Club, and more. Our Student Government and Programs Board are always on the go with activities that make college life fun. There are also opportunities to develop leadership skills.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling, Advising and Career Center has a rich array of information and personal assistance for students. The Diversity and Equity Center supports student activities and College programs that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment in business and industry, in small business, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589. The Vice President of Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **SEPTEMBER 2009**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201. [www.everettcc.edu](http://www.everettcc.edu)

# MEDICAL TRANSCRIPTION CERTIFICATE - 43 credits

Students should be in contact with the Medical Transcription Program Support Supervisor and maintain this checklist while in this program. As you near completion of the program requirements (about 15 weeks prior to completion), print a diploma application form from the College website: [www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms). Complete the form and fax it to the Medical Transcription Office at EvCC, fax 425-388-9358. The Program Support Supervisor will check your course completion, sign-off, and send your diploma application to the Enrollment Services Office for processing. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

A grade of C (2.0) or higher is required in ALL classes. Each class may be repeated a maximum of two (2) times. Costs for retakes are prorated, based on the number of credits for the individual class.

Please see "Before You Begin" on the previous page. Each quarter of medical transcription courses must be taken as a cluster of classes and must be taken in the order shown below. Microsoft Word 2000 (or higher) is the required software for this program.

Student Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Each quarter of medical transcription courses must be taken as a cluster of classes and must be taken in the order shown below.**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
<b>First Quarter</b>				
<b>Cluster I</b>				
MT 110	Medical Records and the MT	2	_____	_____
MT 120	Language of Medical Transcription	3	_____	_____
MT 140	Grammar Essentials for MTs	3	_____	_____
MT 200	Beginning Medical Transcription	6	_____	_____
<b>Second Quarter</b>				
<b>Cluster II</b>				
MT 170	Anatomy/Physiology/Disease Processes for MTs	4	_____	_____
MT 190	Pharmacology, Lab Data, Physical Exam	2	_____	_____
MT 210	Editing and Proofreading for MTs	2	_____	_____
MT 240	Intermediate Medical Transcription	6	_____	_____
<b>Third Quarter</b>				
<b>Cluster III</b>				
MT 220	Focus on Medical Specialties for MTs	3	_____	_____
MT 260	Shortcuts/Technology/Employment	3	_____	_____
MT 280	Advanced Medical Transcription Practicum	6	_____	_____
MT 290	Speech Recognition for MTs	3	_____	_____
<b>Minimum Required Credits</b>		<b>43</b>		

➔ **MT Test Preparation Class:** Following completion of the 43-credit program, students may sign up for MT 099, MT Test Preparation Online. This is a 5-week, non-credit, pass-fail class, which is designed to prepare the student for the assessment testing which is customarily required when seeking a position as a medical transcriptionist.

The following classes may also be taken to augment the program:

- BT 181D Diversity in Law and Ethics for Health Occupations
- BUS 104 Business English