

GENERAL INFORMATION

Medical transcriptionists (MTs) and medical transcription editors (MTEs) translate and edit dictation recorded by healthcare providers regarding patient assessment and treatment. Working on a computer using headsets, transcribing equipment, and possibly editing software, MT/MTEs transcribe and edit a variety of medical reports about many aspects of patient care including but not limited to routine office visits, emergency care, diagnostic imaging studies, operations, chart reviews, and hospital summaries. These reports become part of the patient's permanent medical record. The MT/MTE is a vital part of the healthcare team.

In order to accurately produce reports in a format that is clear and comprehensible, MT/MTEs 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. MT/MTEs must also be able to translate medical jargon and abbreviations into their expanded forms.

Most healthcare providers record dictation using digital equipment. These digital voice files can be transmitted via the Internet to the MT/MTEs who can transcribe the work and return it to the provider via the Internet. Because of this, an MT/MTE can provide transcription and editing 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 MTE 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 and editing is recommended, if not required. As the industry changes and speech recognition (SR) technology becomes more widely used, the demand for MTEs is increasing, with many employers interested in recent graduates who

are trained (as ours are) for this new technology.

In addition to the essential understanding of medical terminology and anatomy and physiology, good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Eventual keyboarding speed between 70 and 80 words per minute is recommended. Good listening skills are necessary, especially for environments where healthcare providers may speak English as a second language.

After successful completion of an MT/MTE educational program, graduates may elect to sit for the Registered Healthcare Documentation Specialist (RHDS) exam. Passing this exam can be taken as evidence of entry-level competency on the part of the MT/MTE. This exam is administered by AHDI, the Association for Healthcare Documentation Integrity, the nonprofit professional association representing the individuals and organizations in healthcare documentation. The EvCC Medical Transcription and Editing Program is one of their approved and recommended programs.

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

CAREER OPTIONS

Medical transcriptionists and editors work as employees in hospitals, doctors' offices, or for medical transcription services. Both full-time and part-time work is available. Many MT/MTEs telecommute from home-based offices as employees, statutory employees, or as self-employed independent contractors.

In the past, several years of experience were required before an MT or MTE could hope to work from home. However, due to the current shortage of qualified MT/MTEs, 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 MT/MTEs are now home-based, whether working for themselves or others.

With experience, MT/MTEs can advance to supervisory, editing, or consulting positions. With additional education or training, some become teachers, 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 8% from 2012 to 2022, about as fast as the national average. 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 MT/MTEs 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 2012, the median hourly earnings for MTs was \$16.36. Compensation methods vary. Some MT/MTEs are paid hourly, some are paid based on their production, and some are paid based on a combination of the two. Independent contractors and transcription service employees usually receive production-based pay. Often initial earnings for new MT/MTEs who are paid solely by production are low, with higher wages coming with experience and increased productivity.

A large part of the information above was adapted and quoted from the [Occupational Outlook Handbook](#), 2014-15.

**Approved by Instructional Council
May 22, 2014**

PROGRAM DESCRIPTION

Everett Community College's Health Sciences Division offers a Medical Transcription and Editing Certificate program which utilizes state-of-the-art software and online text materials used exclusively for the training of medical transcriptionists and editors.

A Certificate is awarded upon successful completion of the **43 credits** program of study. The program may be entered at the beginning of any quarter. Students utilize their own computer and can anticipate workloads that vary depending on the course load taken. Customized tracks are available so your course load is ideally suited for your available study time. Financial aid is available for qualified students in all enrollment tracks.

Classes are **completely online**, totally self-contained, and focus on providing the training required to obtain an entry-level position as a medical transcriptionist or editor. Only Medical Transcription and Editing Program students should enroll in these classes.

Following completion of the program, students may sign up for MTE 099, Medical Transcription & Editing Test Preparation. This is a 5-week, non-credit, pass-fail class, which is designed to prepare the Career Step Graduate Services placement program, an option available to program graduates, as well as customary preemployment testing for MT/MTE jobs. The cost of the test prep class is included in the overall program fee.

ENTRY TESTING and SELF-ASSESSMENTS

No formal entry testing is required, although the program does require a typing speed of 35 WPM or better. More details and free self-assessments are available on the [EvCC MTE Self-Assessment](#).

Getting Started in

MEDICAL TRANSCRIPTION AND EDITING at EvCC

Interested students are encouraged to contact our Medical Transcription and Editing 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**

**Additional information is
available at
[EvCC MTE Program](#)**

COST

Because of the special nature of this program, the comprehensive class fee for this program is currently \$4,982.84. 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. Note that the Medical Transcription and Editing Program financial aid deadlines are different from those of the college in general.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.everettcc.edu/gainfulemployment

COMPUTER and SOFTWARE REQUIREMENTS

A PC is required for the MTE Program. While the Career Step courseware we use in general performs better in a Windows environment, the program also uses the AnyModal Edit software by M*Modal that requires use of Internet Explorer and does not work on a Mac.. Because of this, you **MUST** have a PC. Despite the Mac's ability to meet or exceed all other program requirements except this one software incompatibility, you may be told a Mac might work. It will not. You need to be working on or have regular access to a PC where you are able to make modifications and install software in order to complete our program.

A fully functional version (not a substitution or trial version) of Microsoft Word 2000 or higher is **REQUIRED**, as well as Microsoft Internet Explorer.

An active Internet connection is required; a high speed or broadband connection is recommended.

PROGRAM ADVISOR

Advisor guidance is available to you throughout program. Please contact:

Sue Krajewski, CMT, AHDI-F
skrajewski@everettcc.edu

Elizabeth (Betsy) Stam
estam@everettcc.edu

General questions about the College may also be addressed to:

Enrollment Services
Parks Student Union Room 201
425-388-9219
admissions@everettcc.edu

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271. This publication is effective **JUNE 2014**. 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

Medical Transcription and Editing Certificate – 43 credits

Students should be in contact with the Medical Transcription and Editing Program advisor and maintain this checklist while in this program. As you near completion of the program requirements (about 15 weeks prior to completion, roughly halfway through your next-to-last quarter), you should submit the application for graduation online via the student kiosk. Go to www.everettcc.edu/kiosk and scroll until you see the Graduation Application link. 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. There cannot be a lapse of more than 2 academic quarters between classes or the program will need to be restarted from the beginning.

Each quarter of medical transcription courses must be taken as a cluster of classes and needs to be taken in the order arranged in advance with the Program Advisor. There are many different options for program completion ranging from part to full time. Microsoft Word 2000 (or higher) is the required software for this program, as well as access to a PC, the ability to install software, and Internet Explorer.

Only students enrolled in the Medical Transcription and Editing Certificate program are permitted to register for MT/MTE classes.

Course Number	Course Title	Credits	Quarter Completed	Grade
MTE 110	Medical Records and the MT/MTE	3	_____	_____
MTE 120	Language of Medical Transcription and Editing	2	_____	_____
MTE 140	Grammar Essentials for MT/MTE	3	_____	_____
MTE 170	Anatomy, Physiology, & Disease Processes – MT/MTE	4	_____	_____
MTE 190	Pharmacology, Lab Data, and Physical Exam – MT/MTE	2	_____	_____
MTE 210	Introduction to Speech Recognition Editing - MTE	2	_____	_____
MTE 220	Focus on Medical Specialties for MT/MTE	3	_____	_____
MTE 260	Shortcuts/Technology/Employment – MT/MTE	3	_____	_____
MTE 200	Beginning Medical Transcription – Clinic Notes	6	_____	_____
MTE 240	Intermediate Medical Transcription – Acute Care	6	_____	_____
MTE 280	Advanced Medical Transcription – Adv. Acute Care	6	_____	_____
MTE 290	Speech Recognition Editing, Clinic & Acute Care	3	_____	_____
MTE 099	Medical Transcription & Editing Test Prep	0	(optional)	_____
Required Credits		43		

BEFORE YOU BEGIN

Prior to beginning Medical Transcription and Editing courses, students should have English comprehension, spelling, and usage competency equivalent to that of a high school graduate; a typing speed of at least 35 wpm; a working knowledge of Microsoft Word; and intermediate computer skills. Students who do not currently possess these skills should consider completing the following courses as needed before beginning the Medical Transcription and Editing courses:

CL 101	Computer Literacy	BT 219	Introduction to Microsoft Word
BT 100	Beginning Keyboarding	BUS 104	Business English
BT 105	Keyboarding for Speed and Accuracy (not to be taken concurrently with BT 100)		

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

BT 145	Civil Litigation	BT 147	Bankruptcy and Corporate Law
BT 146	Will/Probate/Domestic Relations	BT 181D	Diversity in Law and Ethics for Health