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.

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/MTE who can transcribe the work and return it to the provider the same way. 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. The MTE listens to this voice file, proofing and editing the doctor’s words on the computer. This allows for production of an accurate medical record in less time than with traditional transcription.

PREPARATION

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 demand for MT/MTEs with speech recognition editing training, some employers, notably some national medical transcription services, are 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 Occupational Information Network (O*NET), the primary source of occupational information sponsored by the US Department of Labor/Employment and Training Administration, employment of medical transcriptionists is projected to decline 2% or less from 2014 to 2024 with 14,600 job openings projected and 70,000 employees in the industry in 2014. Job prospects should be better for transcriptionists with formal education and for those with experience in electronic health records (EHR) management, training, and quality assessment. It’s worth noting many industry leaders do not anticipate this predicted decline.

Employment projections vary on a state-by-state basis; Washington state is predicted to have a 15% increase in MT jobs between 2014
and 2024, well above the 7% predicted national growth rate.

Job opportunities will stem from transcriptionists who retire over the next decade, creating opportunities for new transcriptionists.

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. MT/MTEs will be needed to amend patients’ records, edit for grammar, and identify discrepancies in medical records.

**COMPENSATION**

In 2015, the median hourly earnings for MTs was $16.77. Compensation methods vary. Some MT/MTEs are paid hourly, some are paid based on their production.

Just as employment prospects vary by state, so do wages. MT/MTEs in California have a salary range of $24,980 to $61,080 compared to the national range of $22,220 to $49,290.

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, 2016-17 and the O*NET website.*

Approved by Instructional Council May 22, 2014

**PROGRAM DESCRIPTION**

**EVERETT COMMUNITY COLLEGE**

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 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.

**COST**

Because of the special nature of this program, the comprehensive class tuition is currently $5062.45 with total fees of $422.50. Tuition and fees are billed quarterly based on credits taken. 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 EvCC Gainful Employment information.

**ENTRY TESTING and SELF-ASSESSMENTS**

No formal entry testing is required, although the program does require a typing speed of 35 WPM or better.

**COMPUTER and SOFTWARE REQUIREMENTS**

A PC is required for the MTE Program. While the Career Step coursework 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 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 Stedman’s Medical Spellchecker and Internet Explorer.

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

**PROGRAM ADVISING**

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

**MTEadvising@everettcc.edu**

General questions about the College may also be addressed to Enrollment Services, 425-388-9219, admissions@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 [Graduation Online Application](#). 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 [Success@everettcc.edu](mailto:Success@everettcc.edu). There are different options for program completion ranging from part to full time. Microsoft Word 2000 (or higher) and Stedman’s Medical Spellchecker are required for this program, as well as access to a PC, the internet, 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.**

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<th>Course Number</th>
<th>Item Number</th>
<th>Course Title</th>
<th>Credits</th>
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**Required Credits: 43**

**BEFORE YOU BEGIN**

Prior to beginning the MTE Program, 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 MTE Program:

- **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 but are not considered part of the program itself:

- **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**
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.

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.