



Discover

Schoolcraft College

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Medical Transcription

Can you transcribe/type a doctor's dictation accurately? Do you like to learn medical terminology? Would you like to work from home? Maybe it's time to consider a career in Medical Transcription.

Schoolcraft has a certificate program that will prepare you to move into a job in this in-demand field in just one year's time. Our courses give you experience transcribing dictation tapes from medical specialists such as cardiologists, neurologists, and ophthalmologists, ensuring that patient care is properly documented.

After two or three years of experience, you can also sit for the Certified Medical Transcriptionist (CMT) examination offered by the American Association of Medical Transcription.

Schoolcraft also offers Health Information Technology and Coding Specialist. See our catalog or Web site for details.

FREQUENTLY ASKED QUESTIONS

What Does a MEDICAL TRANSCRIPTIONIST Do?

Working from dictation tapes, notes or verbal orders, a Transcriptionist helps doctors document patient care.

What Characteristics Do I Need To Work In This Field?

Speed and accuracy are critical characteristics. So is the ability to be self-directed.

Where Could I Find a Job?

Transcriptionists are employed in doctors' offices, labs, clinics, and hospitals. Some are also self-employed as home transcriptionists.

What Is My Employment Outlook?

Employment opportunities for Medical Transcriptionists are expected to grow as fast as the average for all occupations through the year 2019.

Related Web Sites

American Association of Medical Transcriptionists: www.aamt.org

MT Desk: www.mtdesk.com

MT Daily: www.mtdaily.com

For More Information

Visit www.schoolcraft.edu where you can view course and program information, schedule a campus tour, apply for admission, register for courses, and request more information.

Contact the Admissions and Enrollment Center at 734-462-4426 with additional questions.

employment

JOB TITLES & MEDIAN SALARIES OR HOURLY RATES

Medical Transcriptionist
\$29,500 (national)

discover MEDICAL TRANSCRIPTION

Program Requirements 2011-2012 CATALOG

MEDICAL TRANSCRIPTION CERTIFICATE

Schoolcraft program code # 1YC.00029

Medical Transcription Program students must be officially admitted to the program. The Medical Transcription Program prepares the student for entry-level employment as a medical transcriptionist in a variety of healthcare settings or as a self-employed transcriptionist. The medical transcriptionist is a specialist who interprets and transcribes dictation by physicians and other healthcare professionals in order to document patient care.

In the program, students apply the following:

- Typing and word processing skills.
- Spelling, editing, and proofreading.
- Medical terminology used in medical reports, surgical procedures, drugs, instruments and laboratory tests.
- Terms related to human anatomy, physiology and patho physiology.
- English grammar, structure and style.
- Medical transcription forms, styles and practices.
- Medical and surgical reference materials.

The courses designated as Medical Transcription are designed to give the student experience transcribing dictation from medical specialties such as Cardiology, Dermatology, Endocrinology, Gastroenterology, Neurology, Obstetrics and Gynecology, Ophthalmology, Orthopedics, Otorhinolaryngology, Pulmonary Medicine, Urology, Pathology, Radiology and other healthcare dictation. Students may elect to complete the program in three semesters (fall, winter, and spring) or on a part-time basis.

Students who successfully complete all Program Courses qualify for a Certificate of Program completion.

Upon completion of two-three years of experience in performing medical transcription in a variety of medical and surgical specialties, a qualified medical transcriptionist may take the certification examination offered by the American Association of Medical Transcription. Successful completion of the examination entitles an individual to be recognized as a Certified Medical Transcriptionist (CMT).

This program requires a special admissions process. Contact the Admissions and Enrollment Center at 734-462-4426 or admissions@schoolcraft.edu to complete an application.

SAMPLE SCHEDULE OF COURSES

ADMISSION PREREQUISITES

BIOL 105*	Basic Human Anatomy and Physiology.	4
HIT 104*	Medical Terminology	4
OIS 105*	Office Communications—Editing Skills.	3
		11

Fall Semester

MT 106*	Principles of Medical Transcription	2
MT 108	Physician Office Transcription.	2
OIS 165*	Microsoft Word for Windows	3
HIT 112	Basic Laboratory and Diagnostic Tests	2
		9

Winter Semester

HIT 114	Pharmacology for Health Professionals	2
HIT 113	Human Diseases	3
MT 157	Medical Transcription Seminar.	1
MT 158	Hospital Medical Transcription I	5
		11

Spring Session

MT 159	Hospital Medical Transcription 2.	5
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PROGRAM TOTAL 36 CREDITS

* These courses may be taken prior to admission to the Medical Transcription Program, according to prerequisites.

To see additional information about this program, such as program costs, student graduation rates, and the median debt of students who complete the program, go to www.schoolcraft.edu/programs/disclosure-medical-transcription.asp

Virtually any program at Schoolcraft College can be a transfer program if you plan to continue at a four-year institution to earn a bachelor's degree in your major. Visit www.schoolcraft.edu/transfer for information about transfer options. To ensure that the Schoolcraft courses you select are the specific ones required by the four-year college of your choice, be sure to consult regularly with your counselor/advisor.



**Schoolcraft
College**

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It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

PROGRAM INFORMATION UPDATED 8-11