

# Medical Transcription

Radcliff  
Administrative Office  
734-462-4770

# 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!***

# What Does a Medical Transcriptionist Do?

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

## Where Could I Find a Job?

*Doctors' offices, labs, clinics, and hospitals. Some are also self-employed as home transcriptionists.*

# Employment Outlook



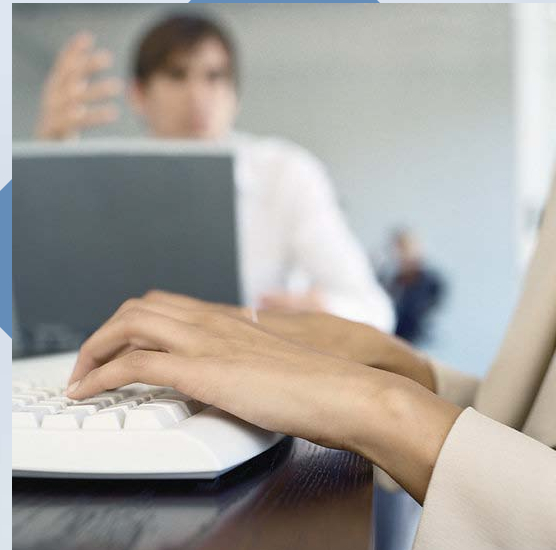
Employment opportunities for the Medical Transcriptionist is expected to grow faster than the average for all occupations through the year 2012.



# Job Titles and Median Salaries



Medical Transcriptionist  
\$34,042 (Michigan)



# How Do I Get Started?

Medical Transcription students must be officially admitted to the program.

This program requires a special admissions process. Please contact the Admissions Office at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.

# Course Schedule

## ADMISSION PREREQUISITES:

			Credits
BIOL 105	Elementary Human Anatomy & Physiology		4
HIT 104	Medical Terminology		4
OIS 105	Office Communications and Editing Skills		3

*These courses may be taken before being officially admitted to the Medical Transcription program*

# Sample Schedule of Courses:

## *Fall Semester*

	<b>Credits</b>
<b>MT 106 Principles of Medical Transcription</b>	<b>2</b>
<b>MT 108 Physician Office Transcription</b>	<b>2</b>
<b>OIS 165 Microsoft Word for Windows</b>	<b>3</b>
<b>HIT 112 Basic Laboratory and Diagnostic Tests</b>	<b>2</b>

## *Winter Semester*

<b>HIT 114 Pharmacology for Health Professionals</b>	<b>2</b>
<b>HIT 113 Human Diseases</b>	<b>3</b>
<b>MT 157 Medical Transcription Seminar</b>	<b>1</b>
<b>MT 158 Hospital Medical Transcription I</b>	<b>5</b>

## *Spring Session*

<b>MT 159 Hospital Medical Transcription 2</b>	<b>5</b>
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**PROGRAM TOTAL 36 CREDITS**

# Homework / Studies



Traditional

2 hrs for each hour of classroom time



# Location

**Schoolcraft College – Radcliff**  
**1751 Radcliff Street**  
**Garden City, MI 48135**

# Related Web Sites

American Association of Medical  
Transcriptionists: [www.aamt.org](http://www.aamt.org)



MT Desk: [www.mtdesk.com](http://www.mtdesk.com)

MT Daily: [www.mtdaily.com](http://www.mtdaily.com)




# Estimate of Tuition and Fees

	Resident	Non-Resident
Tuition	\$ 3,024.00	\$ 4,428.00
Registration Fees	160.00	160.00
Service Fees	40.00	40.00
Instructional/Equipment Fees	144.00	144.00
Course Fees	725.00	725.00
TOTAL	\$ 4,093.00	\$ 5,497.00

**\*Estimation of tuition and fees does not include the cost of textbooks**

**The above figures are based on 2011/2012 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or part of Novi. All other students are Non-Residents.**

# Computer Requirements

-  General computer skills (including keyboard & mouse)
-  Excellent English language skills as well as a strong interest in the medical language
-  Good hearing acuity and listening ability

# Who can help?




## Your Support Team

- Instructors
- Program Coordinator
- Schoolcraft Staff
- Friends, family, mentors



# Rewards

 Knowledge



 National Certification

After two-three years of experience, an MT may take the certification examination offered by the American Association of Medical Transcription. Successful completion of the exam entitles an individual to be recognized as a Certified Medical Transcriptionist (CMT)

For more information on the Medical  
Transcription Program, please contact:

**Mary Donahue-Rader**

734-462-4400, ext. 6057

mrader@schoolcraft.edu

**Counseling Department**

734-462-4429

**Admissions**

734-462-4426