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 to complete an application.
## ADMISSION PREREQUISITES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 105</td>
<td>Elementary Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HIT 104</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>OIS 105</td>
<td>Office Communications and Editing Skills</td>
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*These courses may be taken before being officially admitted to the Medical Transcription program*
Sample Schedule of Courses:

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

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

Spring Session

- MT 159  Hospital Medical Transcription 2        5

PROGRAM TOTAL  36 CREDITS

Medical Transcription
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

MT Desk:  www.mtdesk.com
MT Daily:  www.mtdaily.com

Medical Transcription
# Estimate of Tuition and Fees

<table>
<thead>
<tr>
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<th>Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$ 3,024.00</td>
<td>$ 4,428.00</td>
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<tr>
<td>Registration Fees</td>
<td>160.00</td>
<td>160.00</td>
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<tr>
<td>Service Fees</td>
<td>40.00</td>
<td>40.00</td>
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<tr>
<td>Instructional/Equipment Fees</td>
<td>144.00</td>
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<tr>
<td>Course Fees</td>
<td>725.00</td>
<td>725.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 4,093.00</strong></td>
<td><strong>$ 5,497.00</strong></td>
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*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 Donahee-Rader  
734-462-4400, ext. 6057  
mrader@schoolcraft.edu

Counseling Department  
734-462-4429

Admissions  
734-462-4426