

What does a medical transcriptionist do?

Medical transcriptionists type (or transcribe) dictated audio reports of doctor-patient interactions. These transcribed reports become part of a patient's permanent medical record and are vital to ensuring proper and consistent patient care.

Whenever people visit medical personnel, medical transcriptionists play an important role in the healthcare process.

Where do medical transcriptionists work?

Advancements in internet technology and data security have changed the field of medical transcription and created a real work-at-home career for well-trained professionals. Home-based transcriptionists enjoy the flexibility of being closer to loved ones as they work from the comfort of their own homes, avoiding stressful commutes, costly daycare, and office politics. There are also opportunities to work on-site in medical offices, hospitals, and transcription offices.

"The course has really prepared me for the medical transcription field. My sister has been working as a medical transcriptionist for 15 years and is amazed at how prepared I am to begin working!"

- Darla, Class of 2009

How much do medical transcriptionists earn?

Medical transcriptionists are compensated in several different ways, and the amount each individual earns varies with employer and experience level. The U.S. Department of Labor reports that the median annual wage of medical transcriptionists is \$32,060. According to this report, the middle 50% of medical transcriptionists earn between \$27,090 and \$38,590 annually.

Is the medical transcription field growing?

Medical transcription continues to play a vital role in the expanding healthcare industry. The 2010-2011 edition of the *Occupational Outlook Handbook*, published by the U.S. Department of Labor, estimates:

- 11,700 new medical transcription jobs before 2018
- 11% increase to the medical transcription information field
- Good job opportunities for those entering the field

The *Handbook* also further states, "Contracting out transcription work overseas and advancements in speech recognition technology are not expected to significantly reduce the need for well-trained [domestic] medical transcriptionists."



"Not only was the course thorough and well presented, the support I received was remarkable." – Monica, Class of 2009

What does the program cover?

The Medical Transcription career training program was developed in collaboration with industry associations, employers, and experts to help students gain the knowledge and skills they need to succeed in the workplace. The curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI), an association within the medical transcription industry, and is offered entirely online. This online access provides students 24/7 access to program materials.

Students focus their study on:

- Unparalleled practical training
- Actual doctor dictation
- Editing and proofreading

The program also includes interactive learning tools, such as games, student forums, chat rooms, and hundreds of exercises that simulate the professional medical transcription experience.

What kind of support will be available to me as a student?

The Medical Transcription training program includes access to several support teams dedicated to student success. The student support team has professional experience as medical transcriptionists, managers, and instructors and can answer questions about both the curriculum and the industry. The technical support team will help with any technical or computer issues students may encounter within the program. The graduate support team will help graduates make the most of available job search resources as they look for employment after graduation.

Support teams are accessible during regular and extended business hours and are quick to respond to student questions and concerns.

Will the program prepare me for industry certifications?

The Association for Healthcare Documentation Integrity (AHDI) maintains two industry credentials, the Registered Medical Transcriptionist (RMT) credential and the Certified Medical Transcriptionist (CMT) credential. Very few industry employers require either of these as a prerequisite to employment, however, program graduates who have taken the exams have generally done well. The RMT exam is designed for entry-level medical transcriptionists, and the program prepares graduates with a solid foundational understanding of the material covered by the exam.

What sets this program apart?

The Medical Transcription program helps you gain the knowledge and skills you need to excel in the workplace after graduation.

- **Freedom and flexibility in training** strengthen the time management skills valued in work-at-home professionals.
- Expert-created, real-world curriculum train with up-to-date materials trusted by employers, many of who will waive experience requirements for program grads.
- **Personal, on-going support** access counselors and resources dedicated to helping you through the entire training process.



303-734-3701 meredith.tofield@arapahoe.edu