

# Medical Transcription

## On-line – 240 hours

### Program Overview

Healthcare providers rely on legal documents created by **medical transcriptionists**. Medical transcriptionists work with pharmacists, therapists, technicians, nurses, dietitians, social workers, psychologists, chiropractors and medical doctors. The demand for quality documentation is increasing. According to the current *Occupational Outlook Handbook*, medical transcription is **one of the fastest growing occupations** in the United States.

This online certificate program provides **proficiency** in the transcription of medical reports. It includes a full component on **medical terminology** and introduces basic **human anatomy**.

Instruction includes dozens of **in-patient and out-patient case studies** taken from hospital medical records. These studies include patient history and physical examinations, radiology and pathology reports, operative procedures, consultations, discharge summaries, a death summary, an autopsy report and correspondence. The reports are digitally recorded, using different regional accents and background noises to duplicate real-life situations. The speed of the dictation picks up as you progress through the course. Your transcription time will vary, depending on the length of the case study and your keyboarding skills, command of the English language, and knowledge of human anatomy and medical terminology.

### Program Objectives

Upon successful completion of the on-line program in Medical Transcription, you will be able to:

- Describe the importance of the confidential nature of medical reports
- Describe the content and purpose of medical reports
- Transcribe medical reports using correct report format
- Transcribe medical reports using correct capitalization, numbering, punctuation, abbreviation, symbols, and metric measurement rules
- Spell English and medical terms correctly, including abbreviations, either by memory or by using a dictionary/reference book
- Define appropriate medical terms and abbreviations, either by memory or by using a dictionary/reference book
- Define appropriate prefixes, combining forms and suffixes, and use them to build medical terms.
- Identify and/or define the knowledge, skills, abilities and responsibilities required of medical transcriptionists.
- Understand career opportunities and networking through the professional organization

Skills you need to complete this course successfully:

- Command of computer word-processing that includes ability to create documents and proficiency in keyboarding, e-mailing, printing, and browsing the Internet
- Knowledge of English grammar, punctuation and sentence structure
- Computer System Requirements
  - IBM or IBM compatible PCs only
  - Microsoft Windows 95/98/2000 Professional/NT Workstation 4.0 with Internet Explorer 4.0 or later
  - Intel Pentium 166 MHz or AMD K6 processor
  - 32 MB RAM
  - 25 MB hard disk space (additional space required to store voice files)
  - Display mode set to 800x600 pixels with 256 colors or higher
  - Double-speed CD-ROM
  - USB port or Serial port

**Note:** USB is not supported by Windows 95 or Windows 98/2000/NT that was upgraded directly from Windows 95. For these PCs, an optional PC Card Adapter or Floppy Disk Adapter for SmartMedia is necessary to download voice files into the PC.

#### Additional Information

- Begin when you wish
- Move at your own pace
  - You can complete the course within 90 days but may request a 90-day extension
- You are assigned an instructor for one-on-one assistance
- Digital transcription equipment and all textbooks are included in the course fee:
  - *Medical Terminology Made Easy* with audio
  - *Medical Abbreviations*
  - *Beginning Medical Transcription* with audio
  - *Stedman's Medical Dictionary* with CD-ROM
- Your work is evaluated and 70% proficiency is required for successful completion
- You will receive a Certificate from Thomas Jefferson University upon successful completion of the course.
- Cost: \$1,595  
This includes all materials (books, audios, etc.) and shipping.

- Because this is an online, self-paced training course offered cooperatively by Thomas Jefferson University and Gatlin Education Services, Inc., fees cannot be refunded.
- Financial assistance is available through [www.collegeloanapplication.com](http://www.collegeloanapplication.com)
- To make sure you are ready and willing to undertake this online program, please preview detailed course outlines, demonstrations and ratings by clicking on the following link: [www.gatlineducation.com/unbrand\\_nomen/medicaltranscription.html](http://www.gatlineducation.com/unbrand_nomen/medicaltranscription.html)

## COURSE REGISTRATION

### *Medical Transcription*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Registration Fee: \$1,595

(For information on financial assistance please visit: [www.collegeloanapplication.com](http://www.collegeloanapplication.com))

Visa    MasterCard    Check

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

## HOW TO REGISTER

**By Mail:** Complete the registration form above, attach your check or money order and return to the address listed below:

**Thomas Jefferson University  
Jefferson College of Health Professions  
Department of General Studies  
130 South 9<sup>th</sup> Street, 1610 Edison  
Philadelphia PA 19107-5233**

**By Fax:** Fax registration is available 24 hours a day, 7 days per week. Be sure to fax your fully completed enrollment form with credit card information provided to (215)503-0564.