

Medical Transcriptionist

PROGRAM OBJECTIVES

The Medical Transcriptionist program prepares students with the necessary skills and academic knowledge for entry-level transcription positions in hospitals, medical offices, rehabilitation centres, and long term care facilities.

Students are provided with an overview of the theory, principles and practices of the Medical Transcriptionist.

CAREER OPPORTUNITIES

Medical Transcriptionists (MTs) are specialists in medical language and healthcare documentation. They interpret and transcribe dictation by physicians and other healthcare professionals. Medical Transcriptionists work in hospitals, clinics, physician's offices, transcription services, insurance companies, home healthcare agencies, and other locations where dictation for the purpose of healthcare documentation requires transcription. Many MTs work from their homes as independent contractors or home-based employees. Medical Transcriptionists play an integral role in our healthcare system, promoting patient well-being and safeguarding against medical errors. *Note: some career and education options may require advanced degrees, further training or experience.*

COURSE OVERVIEW

| General Courses | Hours |
|--------------------------------------|-------|
| Student Success Strategies | 20 |
| Career Planning Preparation Level I | 20 |
| Career Planning Preparation Level II | 20 |

CERTIFICATIONS

Students who successfully complete this program will be eligible to write the Registered Healthcare Documentation Specialist exam through the Association for Healthcare Documentation Integrity.

PREREQUISITIES

- Grade 12 or equivalent or mature student status
- Demonstrate fluency in English (oral and written)
- Possess a typing speed of 40nwpm
- Admissions Interview to determine suitability for a career as a Medical Transcriptionist

GRADUATION REQUIREMENTS

A student must obtain an overall grade, in each core course of at least 85% in order to graduate and receive a diploma. A student must complete all requirements of the Student Success Strategies as well as the Field Placement requirements.

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| Core Medical Transcription Courses* | Hours |
|---|--------------|
| Introduction | 2 |
| Program Orientation | 20 |
| Computer Basics | 15 |
| Keyboarding Techniques | 30 |
| Microsoft Word | 15 |
| Microsoft Outlook | 15 |
| Microsoft Excel | 10 |
| Grammar and Style | 40 |
| Medical Report Formatting | 30 |
| Speech Recognition | 10 |
| Body as a Whole | 50 |
| Pharmacology | 40 |
| Skeletal System | 40 |
| Muscular System | 30 |
| Integumentary System | 20 |
| Cardiovascular System | 60 |
| Proficiency Improvement Examination - 1 | 5 |
| Respiratory System | 30 |
| Gastrointestinal System | 30 |
| Genitourinary System | 40 |
| Reproductive System | 30 |
| Endocrine System | 20 |
| Lymphatic, Immunology and Allergy | 20 |
| Sensory System | 30 |
| Nervous System | 30 |
| Psychiatry | 20 |
| Oncology | 40 |
| Surgical and Advanced Transcription | 220 |
| Professional Issues | 20 |
| Career Development | 10 |
| Preparing for Proficiency Improvement Examination - 2 | 40 |
| Proficiency Improvement Examination - 2 | 10 |
| Proficiency Improvement Examination – 3 | 48 |
| Field Placement | 8 Weeks |
| TOTAL WEEKS | 54 |

*all core courses are 5 hours/day and delivered via computer based learning with an available online facilitator.

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COURSE DESCRIPTIONS

Student Success Strategies

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored.

Career Planning and Preparation Level I

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

Career Planning and Preparation Level II

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment.

Introduction

Students are introduced to the transcription field and learn how the profession has evolved and advanced to current day. Students gain an understanding of the field of transcription as well as the skills and equipment needed to perform well in this field.

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Program Orientation

This course introduces students to the learning management system. They learn how to navigate the system, use built-in functionality, the foot pedal, headset, and the transcription platform. Students discover different learning styles and internalize test-taking strategies. In addition, they use BenchMark KB for research.

Computer Basics

This course exposes students to basic computer knowledge. They become familiar with basic computer skills, including the use of hardware, software, peripherals, and wireless technology; use of the Internet as a resource; and use of various methods for data storage and networking.

Microsoft Outlook

This course teaches students how to use the features in Microsoft Outlook 2007/2010. Students edit and use functional features such as ribbons, quick access toolbar, and navigation panes, while working towards learning to address, compose, read, reply, forward, and format email messages.

Microsoft Word

This course examines features in Microsoft Word 2007/2010 such as copy and paste, find and replace, and formatting tools. Students use Word features to produce professional edited documents. Students apply simple formatting to documents, create lists, change margins, paper size, and document orientation. In addition, students proofread and edit documents using spellcheck and grammar check features.

Microsoft Excel

This course examines features in Microsoft Excel 2007/2010. Students learn about electronic spreadsheets, elements within the Excel program, and understand basic terminology. Students also input data, format cells, sheets, and perform navigation activities. Additionally, students gain an understanding as to how Excel is used in the medical transcription profession.

Keyboarding Technique

This course is designed to familiarize students with correct ergonomic setup and placement of the hands on the keyboard to avoid repetitive injury. Students complete exercises to increase their keyboarding skills and speed. In addition, students are introduced to transcription through a variety of exercises and learn how to set up audio files for transcription.

Medical Report Formatting

This course educates the student on the format of medical records. Students learn the components of reporting, and formatting rules. Students learn the different elements and formatting needed in various reports, through comparisons and activities in the course.

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The Body as a Whole

This course introduces medical terms to the student through using word parts (combining forms, suffixes and prefixes). Students break down words and define terms to gain an understanding of the language used. Students also transcribe simple medical sentences and find the meaning of terms related to different systems.

Grammar and Style

This course discusses basic English grammar and punctuation rules. The students identify proper usage and correctly punctuate sentences and complete exercises based upon hyphens, colons, semicolons, and periods. Students examine the differences between formal and medical grammar styles and why these differences are important in medical documentation.

Pharmacology

This courses exposes students to pharmacology fundamentals including development, administration and schedules. Students define the classifications and functions of different drug types to learn the basics of drug nomenclature. Students learn how to effectively research medication names and properly format medication references in patient records.

Skeletal System

In this course, students learn the structure and function of the skeletal system as well as common diseases, disorders, treatment modalities and medications used to treat skeletal diseases. The student combines forms and abbreviations pertaining to the skeletal system that are used in medical reports. Additionally, students are introduced to speech recognition technology (SRT) and the role in the health information management industry, common myths associated with the emergence of SRT, the history of SRT, and how SRT functions.

Speech Recognition

This course introduces the student to speech recognition technology and the role in the health information management industry. Students gain an understanding of the speech recognition engine, and how medical transcriptionists and medical editors fit into SRT by using the software through navigating and editing exercises.

Muscular System

In this course, students learn the structure and function of the muscular system as well as common diseases, disorders, treatment modalities and medications used to treat muscular diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the muscular system that are used in medical reports.]

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Integumentary System

In this course, students learn the structure and functions of the integumentary system as well as common diseases, disorders, treatment modalities and medications used to treat integumentary diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the integumentary system that are used in medical reports.

Cardiovascular System

In this course, the students learn the structure and function of the cardiovascular system as well as common diseases, disorders, treatment modalities and medications used to treat cardiovascular diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the cardiovascular system that are used in medical reports.

Proficiency Improvement Examination-1

The purpose of this course is to provide students with an opportunity for self-assessment after completion of the first half of the program. Students can gauge their grasp of the topics covered so far and determine if further review and remedial work are required to demonstrate mastery of the subject matter.

Respiratory System

In this course, students will learn the structure and functions of the respiratory system as well as common diseases, disorders, treatment modalities and medications used to treat respiratory diseases. Common procedures and laboratory tests will be discussed. The student will learn combining forms and abbreviations pertaining to the respiratory system.

Gastrointestinal System

In this course, students learn the structure and functions of the gastrointestinal system as well as common diseases, disorders, treatment modalities and medications used to treat gastrointestinal diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the gastrointestinal system that are used in medical reports.

Genitourinary System

In this course, students learn the structure and function of the genitourinary system as well as common diseases, disorders, treatment modalities and medications used to treat genitourinary diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the genitourinary system that are used in medical reports.

Reproductive System

In this course, students learn the structure and function of the reproductive system as well as common diseases, disorders, treatment modalities and medications used to treat reproductive diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the reproductive system.

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Endocrine System

In this course, the students learn the structure and function of the endocrine system as well as common diseases, disorders, treatment modalities and medications used to treat endocrine diseases. Common procedures and laboratory tests are also explored. The student will learn combining forms and abbreviations pertaining to the endocrine system.

Lymphatic System, Immunology and Allergy

In this course, students learn the structure and function of the lymphatic system as well as common diseases, disorders, treatment modalities and medications used to treat endocrine disease, immune diseases and allergies. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the lymphatic system that are used in medical reports.

Sensory System

In this course, students learn the structure and function of the sensory system as well as common diseases, disorders, treatment modalities and medications used to treat sensory diseases. Common procedures and laboratory tests are also explored. Students will learn combining forms and abbreviations pertaining to the sensory system that are used in medical reports.

Nervous System

In this course, the students learn the structure and function of the nervous system as well as common diseases, disorders, treatment modalities and medications used to treat nervous diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to the nervous system that are used in medical reports.

Psychiatry

In this course, students learn the common diseases, disorders, treatment modalities and medications used to treat psychiatric diseases. Common procedures and laboratory tests are also explored. Students learn combining forms and abbreviations pertaining to psychiatry that are used in medical reports.

Oncology

In this course, students learn the common causes, diseases, disorders, treatment modalities and medications used to treat malignant diseases. Common procedures and laboratory tests are also explored. The student learn combining forms and abbreviations pertaining to oncology system that are used in medical reports.

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Surgical and Advanced Transcription

In those course, students learn the medical and surgical equipment names for all body systems and use these to create operative reports in this advanced unit. Student complete exercises to familiarize themselves with terms used in operative reports and the course of events when a patient is taken to the operating room for a procedure.

Professional Issues

In this course, students learn the ethics and procedures that are to be followed as a medical transcriptionist. The students also discover the differences between an onsite employee and an independent contractor. Confidentiality and security issues are also explored. Human Resource materials is covered to help the student understand how to present and conduct themselves in a professional manner.

Career Development

In this course, students learn how to prepare a resume and other job searching skills in order to conduct themselves in a professional manner.

Preparing for Proficiency Improvement Examination-2

The purpose of this course is to provide students with exam information including an overview of the exam, tips for preparing for the exam, and how to access the final examination. The instructor provides feedback on an individual basis to students to assist with preparation for the exam.

Proficiency Improvement Examination-2

The purpose of this course is to provide students with an opportunity for self-assessment after completion of the second half of the program. Students can gauge their grasp of the topics covered so far and determine if further review and remedial work is required to demonstrate mastery of the subject matter.

Proficiency Improvement Examination-3

The purpose of this course is to provide students with an opportunity for self-assessment after completion of the program. Students can gauge their grasp of the topics covered so far and determine if further review and remedial work is required to demonstrate mastery of the subject matter.

Internship

On successful completion of the classroom hours of this program, students will be placed in an internship at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment. Host sites include medical clinics, hospitals, transcription service employers and other medical settings.

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