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HEALTH INFORMATION MANAGEMENT / MEDICAL TRANSCRIPTION PROGRAM
APPLIED TECHNOLOGY / COLLEGE CREDIT TECHNICAL CERTIFICATE

INFORMATION PACKET

WHAT IS MEDICAL TRANSCRIPTION?

Medical transcription is the process of accurately and rapidly converting medical data dictated by physicians and other medical personnel into a typed and printed document to be used as part of the patient's permanent medical record

This data might include patients':

- History and physical reports
- Office and consultation notes
- Symptom, diagnoses and treatment plans
- Laboratory, x-ray, and pathology reports
- Operative reports and discharge summaries or clinical resumes
- Specialty studies such as cardiac catheterizations, electroencephalograms, etc.
- Psychiatric evaluations

Transcribing medical records accurately is critical to a person's health because the information:

- Affects future diagnosis and treatment
- Determines patient billing and accounts
- Help obtain payment from insurance companies
- Assist researchers with health surveys and research studies
- Is part of a legal document that records the patient's treatment

To perform their duties, Medical Transcriptionists should:

- Be an expert in medical terminology, anatomy and physiology, and disease concepts
- Be able to type quickly and accurately
- Have excellent spelling, proofreading, and editing skills
- Know how to operate computers
- Be able to think critically

Medical Transcriptionists have the flexibility to work in different environments such as:

- Home-based office
- Clinics, Hospitals, Physician offices
- Transcription services

Medical Transcriptionists often advance into:

- Supervisory or management positions
- Teaching or consulting positions
- Self employment as Medical Transcription Service Owners
- Editors of speech-recognized dictation

What are the career opportunities and salary ranges in the field of Medical Transcription?

According to the United States Department of Labor Occupation Outlook (<http://www.bls.gov/EMP>), the projected employment opportunities for medical transcriptionists are projected to grow faster than the average for all occupations through 2010. As the healthcare services industry expands because of older age groups receiving greater number of medical tests, treatments and procedures, the demand for qualified MTs will proportionately grow to meet these needs. Full-time entry level MTs in the Central Florida area earn between \$10 and \$14 per hour (\$20,000 - \$30,000 per year). Experienced Central Florida MTs can potentially earn between \$14 and \$33 (\$30,000-\$70,000 per year) depending on their education, experience, certification status, and ability to produce high "line counts" of accurate transcription.

SEMINOLE COMMUNITY COLLEGE

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PROGRAM OVERVIEW

The Health Information Management/Medical Transcription Program at Seminole Community College is a 5- to 6-semester Applied Technology Diploma / College Credit Certificate Program. Students can begin the 40-credit program any semester, because program prerequisites are offered during all semesters. Note that certain courses are offered only once or twice a year, so plan accordingly (see Admission Application Procedures, #7.) Interested persons must first apply for admission to SCC before they are eligible to apply to the Medical Transcription program. **Please contact the Healthcare Career Programs office at SCC at 407-708-2445 or access www.scc-fl.edu/medicaltran for additional information.**

SCC has one of the most comprehensive Medical Transcription Programs available.

- Detailed instruction in basic medical topics and concepts
- Experienced credentialed instructors
- Hands-on experience with the best medical transcription software and equipment
- Preparation for the RMT (Registered Medical Transcriptionist) entry-level exam
- Internship opportunities for work experience
- A distance learning program (online) to accommodate student needs for part-time enrollment

SCC's Health Information Management Medical Transcription Technology Diploma prepares you to:

- Enter the workforce as a medical transcriptionist
- Earn the RMT credential that will help increase your employment opportunities

SCC also has a strong reputation in the Medical Transcription community. Our graduates:

- Often find work as medical transcriptionists **before** graduating
- Are prominent professionals in the community
- Are an excellent resource to help other SCC students obtain employment as medical transcriptionists

ADMISSION/APPLICATION PROCEDURES

1. Apply and be admitted to Seminole Community College. (Admissions Office is in Building A-105 or call 407-708-2050 for more information)
2. Take the CPT (Computerized Placement Test) or present SAT or ACT scores. (For more information call the Assessment and Testing Center at (407) 708-2020).
3. Be eligible for English I (ENC 1101) either through test scores or completion of appropriate college prep classes.
4. Meet/consult with an Academic Advisor/Counselor.
5. No typing test is required, but it is recommended that students entering HIM2032 (Intermediate Medical Transcription) be able to type at least 45 words per minute.
6. Take the following courses first, in the order listed below. Most part-time students are able to handle two of these courses per semester.
 - **HSC1531** Medical Terminology (offered every semester)
 - **HIM1031** Introduction to Medical Transcription (offered Spring, Summer only)
 - **HSC1000** Introduction to Healthcare (offered every semester)

- * **HIM1450** Anatomy & Physiology (offered every semester)
- ***HIM1430** Concepts of Disease (offered every semester)

* These courses are required but do not necessarily need to be completed for Admission to the MT Program of study. Students are encouraged to make these courses a priority.

7. Please note that **HIM2032**, Intermediate Medical Transcription, is offered only once a year, in the fall semester. Before taking it, you must take HSC1531 and HIM1031. It is the first in a sequence of four lock-stepped courses that are also offered only once a year. For more information on courses, see the **curriculum**.

COURSE OVERVIEWS

The following courses are required for the Health Information Management Medical Transcription Technology Diploma. Each course description also includes information about which semesters the course is available. Prerequisites are listed as well. For more information, please refer to the **curriculum** (<http://www.scc-fl.edu/medicaltran/mrt-atd.php>) .

Prerequisite Courses

HSC 1531 - Medical Terminology (3 credits)

An introduction to medical language used by healthcare professionals. Basic word structure and formation are studied. Medical terms, abbreviations, definitions, and spelling are explored. Major disease processes and pathological conditions of specific body systems are discussed. A lab fee is charged.

Prerequisite: TABE reading and language minimum scores of 10.0 or ENC00011C and REA0002C, both with grade of "C" or better, if entry test scores indicate need.
Offered fall, spring, and summer semesters; available in day and evening sections each semester, as well as on-line.)

HSC 1000 - Introduction to Health Care (3 credits)

This introductory course provides an overview of the health professions and the healthcare delivery system. Other topics will include disease prevention and wellness promotion, guidelines for legal and ethical practice, and communication skills. Basic concepts of medical terminology, safety and security, and infection control including the State-approved 4-hour course in AIDS prevention will be presented. Students will be introduced to the use of computers in healthcare including diagnostic and monitoring capabilities.

Prerequisite: TABE reading and language minimum scores of 10.0 or ENC00011C and REA0002C, both with grade of "C" or better, if entry test scores indicate need.
Offered fall, spring, and summer semesters and available in day and evening sections each semester.

HIM 1031 - Introduction to Medical Transcription (3 credits)

Students will master word processing software and develop basic medical transcription skills by transcribing office medical dictation from physicians. English usage, transcription of digital dictation, medical knowledge, and proofreading and editing skills will be enhanced. Lab fee required.

Prerequisite: HSC1531. Offered spring and summer semesters in evening and/or online sections.

HIM 1430 - Concepts of Disease (3 credits)

This course provides an overview of all body systems diseases and conditions including etiology, signs and symptoms, diagnostic and treatment modalities.

Prerequisite or Corequisite: HIM1450 or BSC 2094.

Offered fall, spring, and summer semesters in evening sections.

HIM 1450 - Anatomy and Physiology (3 credits)

This course studies the essential anatomy and physiology of the human body. This knowledge is used as a basis for later studies of disease processes. All organ systems are discussed using lectures, diagrams, and audio-visual material. Some aspects of chemistry and microbiology are introduced as they relate to healthcare.

Prerequisite: TABE reading and language minimum scores of 10.0 or ENC00011C and REA0002C, both with grade of "C" or better, if entry test scores indicate need.

Offered fall, spring, and summer semesters in day and evening sections.

Major Courses

HIM 1475 - Medical Style and Grammar (2 credits)

The study, synthesis, and application of the rules of English language and medical transcription style as reflected by the Book of Style of the American Association for Medical Transcription (AAMT) and the Manual of Style of the American Medical Association. Application of rules will be demonstrated with satisfactory completion of a minimum of 3 writing assignments.

Prerequisites: HSC1531 and HIM1031.

Offered spring semester on Tuesday evenings.

HIM 2032 - Intermediate Medical Transcription (4 credits)

This course teaches students to transcribe medical dictation. Students use English language, proofreading, and editing skills. The role of technology, medical knowledge, and research in transcribing is explored. Students must meet progressively demanding accuracy standards. This is a hands-on course. A lab fee is charged.

Prerequisites: HSC1531, HIM1031 and completion of college prep reading and writing courses with a "C" or better, if test scores so indicate.

Offered fall semester in distance-learning format; with enough demand, will be offered on campus in a daytime section as well.

CGS 2100C - Microsoft Office (3 credits)

This course focuses on the concepts and operation of the main components of Microsoft Office: Word, Excel, Access, and PowerPoint. Students will gain fundamental knowledge of the office suite and learn skills that have practical application in real world situations. Lab fee required. No prerequisites.

Offered fall, spring, and summer semesters in day, evening, weekend, and on-line sections.)

HIM 1000 - Health Information Management (3 credits)

Students will learn the purpose, content, and ethical and legal principles of the medical record. Health Information Management Department functions, workflow, and quality considerations will be discussed.

Prerequisite: CGS2100C and Prerequisite or Corequisite of HSC 1531

Offered fall, spring, and summer semesters in an online format only.

HIM 1442 - Pharmacology and Lab Medicine (3 credits)

A study of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expressions of values, and significance of findings.

Prerequisites: HSC1000 and HSC1531.

Offered fall semester in the evening and spring semester in the day.

HIM 2034 - Advanced Medical Transcription (4 credits)

Transcription of advanced original healthcare dictation using advanced proofreading, editing, and research skills while meeting progressively more demanding accuracy and productivity standards.

Prerequisite: HIM 1442 and HIM 1450 or BSC 2094C and HIM 1475 and HIM 2032. Corequisite: HIM 1442 or HIM 1475

Offered spring semester in distance-learning format; with enough demand, will be offered on campus in a daytime section as well.

HIM 2920 - Medical Transcription Seminar (2 credits)

Industry trends and career options will be covered. Professional networking will be discussed and practiced. Work environment dynamics and professional development opportunities will be explored. During the semester, attendance is required at a minimum of 2 meetings of the Central Florida Chapter of the American Association for Medical Transcription. Certification readiness will be assessed.

Prerequisite: HIM2034 or HIM 2039. Corequisite: HIM2652.

Offered summer semester on Tuesday evenings only.

HIM 2652 - Medical Transcription Technology (2 credits)

This course is designed to study, synthesize, and apply technologies used in healthcare documentation, as well as to stimulate an awareness of related emerging technologies.

Prerequisites: HIM2034 or HIM 2039 and CGS2100C.

Offered summer semester on Thursday evenings only.

HIM 2802 - Medical Transcription Internship (2 credits)

On-the-job medical transcription experience emphasizing a variety of healthcare documents. Arranged individually.

Prerequisite: HIM2034 or HIM 2039.

Offered in the summer semester and other semesters as needed.

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SUGGESTED COURSE SEQUENCE

Please note that the following is only a suggested course sequence. Certain classes are only offered once or twice a year and some of these classes carry prerequisites, therefore, it is vital that you consult the current SCC Course Catalog to ensure that your academic plan is feasible.

Suggested Course Sequence Beginning in the Fall Semester (August)

Fall Semester (Term 1 – August)		
Course#		Units
* HSC 1531	Medical Terminology	3
HSC 1000	Introduction to Healthcare	3
Spring Semester (Term 2 – January)		
* HIM 1031	Introduction to Medical Transcription	3
HIM 1430	Concepts of Disease	3
HIM 1450	Anatomy and Physiology	3
Summer Semester (Term 3 – May)		
CGS 2100C	Microsoft Office	3
HIM 1000	Health Information Management	3
Fall Semester (Term 1 - August)		
HIM 2032	Intermediate Medical Transcription	4
HIM 1442	Pharmacology and Lab Medicine	3
Spring Semester (Term 2 – January)		
HIM 2034	Advanced Medical Transcription	4
HIM 1475	Medical Style and Grammar	2
Summer Semester (Term 3 - May)		
HIM 2802	Medical Transcription Internship	2
HIM 2920	Medical Transcription Seminar	2
HIM 2652	Medical Transcription Technology	2
Program Total:		40

* Prerequisites for HIM 2032 - Intermediate Medical Transcription

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Please note that the following is only a suggested course sequence. Certain classes are only offered once or twice a year and some of these classes carry prerequisites, therefore, it is vital that you consult the current SCC Course Catalog to ensure that your academic plan is feasible.

Suggested course sequence beginning in the spring semester

Spring Semester (Term 2 – January)		
Course#	Course Name	Credits
* HSC 1531	Medical Terminology	3
HSC 1000	Introduction to Healthcare	3
Summer Semester (Term 3 - May)		
* HIM 1031	Introduction to Medical Transcription	3
HIM 1430	Concepts of Disease	3
HIM 1450	Anatomy and Physiology	3
Fall Semester (Term 1 - August)		
HIM 2032	Intermediate Medical Transcription	4
HIM 1442	Pharmacology and Lab Medicine	3
CGS 2100C	Microsoft Office	3
Spring Semester (Term 2 - January)		
HIM 2034	Advanced Medical Transcription	4
HIM 1475	Medical Style and Grammar	2
HIM 1000	Health Information Management	3
Summer Semester (Term 3 - May)		
HIM 2802	Medical Transcription Internship	2
HIM 2920	Medical Transcription Seminar	2
HIM 2652	Medical Transcription Technology	2
Program Total:		40

* Prerequisites for HIM 2032 - Intermediate Medical Transcription

American Association for Medical Transcription (AAMT)

AAMT: The association for medical transcription professionals

The American Association for Medical Transcription (AAMT) is a not-for-profit professional association dedicated to the advancement of the profession and its practitioners. Central Florida's MTs are fortunate to have one of the largest, most active AAMT chapters in the country. SCC alumnae are prominent in the leadership of this group, so they welcome SCC students with open arms. Besides being a primary advocate for our industry and source for certification and continuing education opportunities, AAMT is about networking with other professionals. Being active in AAMT chapters helps MTs find the best employment opportunities.

The Central Florida Chapter of AAMT meets on the third Tuesday of each month, usually at the Family Health Center at Florida Hospital Altamonte on SR 436. Some meetings may be at Orlando Regional Medical Center. For details of meetings, check the chapter website at www.cfc-aamt.org.

For more information about membership in the American Association for Medical Transcription, follow this link: <http://www.aamt.org>

Registered Medical Transcriptionist Credential

AAMT offers a voluntary credentialing exam to individuals who wish to become Registered Medical Transcriptionists (RMTs). The RMT exam was developed to assure consumers and employers that successful candidates are qualified to practice medical transcription. It is based on the skills and knowledge described in the [AAMT Model Job Description](http://www.aamt.org/scriptcontent/rjobdesc.cfm) Level 1 MT (<http://www.aamt.org/scriptcontent/rjobdesc.cfm>) and the competencies outlined in the AAMT Model Curriculum. Many practitioners and AAMT members are recent graduates of MT education programs or work in doctors' offices and clinic settings. They do not qualify for the Certified Medical Transcriptionist (CMT) exam, designed to test for the skills and knowledge of a level 2 MT practitioner and requiring a minimum of two years of acute care experience. For successful RMTs who acquire two years of acute care experience, taking the CMT exam would, of course, be further assurance of their advanced skills and knowledge and a logical career path to follow.

The RMT credential is awarded upon successfully passing the AAMT registered medical transcriptionist examination. This credential is maintained upon the successful completion of a required online course, including a final exam, and payment of a renewal fee.

Eligibility Requirements

Recent graduates of medical transcription education programs, MTs with fewer than two years' experience in acute care, and MTs practicing in single-specialty, clinic, radiology, and pathology areas are all eligible to take the RMT exam. The Credentials Development Team titled the successful candidate a Registered Medical Transcriptionist to reflect the registries that exist within other allied health professions.

How does SCC help me prepare for this registry exam?

Our comprehensive program provides:

- Instruction that strictly follows the AAMT Model Curriculum, including medical topics and concepts, transcription of 40 hours of actual physician dictation, technology, and professional practices
- Intensive classroom and on-line instruction
- Hands-on experience with medical transcription software and equipment
- Internship opportunities for real-life work experience

The courses that Seminole Community College provides are designed to help students prepare for the registry exam. To earn this credential, students must pass the exam. Passing the courses in the program does not guarantee that students will pass the exam.

FAQS

- Q. Why should I be trained as a medical transcriptionist when my neighbor tells me that a speech recognition computer will replace me by the time I'm done with school?**
- A. Though it's been touted as doom-bringer to the profession of medical transcription for more than 25 years, speech recognition won't replace MTs, ever. Only a very few dictators are willing to spend the extra time and care necessary for "front-end" speech recognition to work, as that means they have to edit their own dictation, and their time is better spent seeing patients. Less than 50% of all dictation is eligible for "front-end" speech recognition due to the software's difficulty in recognizing the dictation. Speech recognition technology will, however, ultimately change the way we MTs do our work. So-called back-end speech recognition is increasingly used in hospitals and medical transcription services throughout the United States. This refers to running physician dictation through a speech recognition computer program or engine, then sending the voice file (or dictation) and rough-draft typed report electronically to a medical transcriptionist for review. Thus, MTs will become more like editors and proofreaders in the future. Also, some pundits anticipate that medical transcriptionists will take on some medical coding and billing functions in the future. This is why Seminole Community College's medical transcription and medical coding programs share a core curriculum. Graduates of the MT program have only to complete 5 more courses to obtain a Medical Coding certificate.
- Q. How do I get paid?**
- A. Most MTs get paid on a production basis of some sort. This could be a base salary plus a production bonus for each line transcribed, or it could be straight production. This is common in transcription services and hospitals. With experience and production bonuses, MTs in Central Florida (Orange, Osceola, Lake, and Seminole counties) make an average of between \$15 and \$30 per hour (that's about \$30,000 to \$70,000). For MTs within their first year in the profession, local starting salaries range from \$9 to \$14 per hour. Production is usually based on a formula that counts transcribed lines, characters, or words.
- Q. Can I work from home?**
- A. A better question is "can I NOT work from home." Most MTs do work from home.
- Q. So that means that I can just take care of my kids, do the laundry, visit with the neighbors, and make dinner while I make \$50,000 a year, right?**
- A. Absolutely NOT! In addition to a rigorous medical and grammatical core curriculum and "ear" training, medical transcription requires intense concentration and commitment. Having the option to work from home is a nice perk, but it is to your professional and monetary advantage to treat any home-based business as a profession, with set hours and a disciplined work schedule with a minimum of interruptions.
- Q. But I get to work when I want, as much as I want, right?**
- A. You will have some flexibility in choosing your hours of work, but you'll have many deadlines to meet. Clients have strict turnaround rules that require that you commit to finishing your work in a timely manner. However, most experienced medical transcriptionists are offered more work than they can possibly do.
- Q. What's the big deal about all this schoolwork? Don't you just type exactly what the doctors say? I can type and I've been to the doctor a lot in my life, so I can just go get a job right now, can't I?**
- A. No, if it were that easy the salaries would be a LOT lower. Experienced MTs are **experts** in medical terminology, English grammar, keyboard shortcuts, and medical practices, as evidenced by the fact that physician speakers at our professional association meetings are told to prepare for an audience that is on the level of a first-year medical student.
- We are required to edit doctors' dictation for grammatical sense, for clarity, and for inconsistencies. For example, if a doctor dictated that a man had a positive hCG value, the MT would be expected to catch that inconsistency that indicated that the man could be pregnant and evaluate the possibility that the elevated hCG could be due to legitimate medical reasons. If it wasn't, the MT would report the inconsistency to his or her employer's risk management department. Medical transcriptionists are physicians' and healthcare organizations' first line of defense in minimizing legal risk and are key in getting rapid and complete reimbursement from insurance companies. This makes their skills invaluable.

Q. I see celebrities on TV all the time advertising courses in medical transcription from correspondence schools. Why is SCC better?

A. Though several excellent commercial correspondence schools exist, none of them advertise on television or matchbook covers. Those TV courses are not respected in the profession, and their graduates often find that they pay excessive amounts of tuition for an education that does not qualify them for employment as an MT. The education you will get from SCC is known throughout the country as one of the best there is. We strictly follow the stringent recommendations for medical transcription curricula set forth by the American Association for Medical Transcription. In addition, with SCC your coursework leads to a college credit certificate that includes courses that can transfer to most public and private colleges and universities! Try that with a correspondence school - most don't transfer anywhere. Finally, compare the costs. For Florida residents, even our college credit courses will cost less than correspondence school tuition. Many correspondence schools cost a minimum of \$5000, often payable in a lump sum. However, SCC's 40-college-credit program costs Florida residents about \$73 per credit hour, for a total of less than \$3000 for the entire program. (This excludes lab fees, books and supplies.)

Q. Are students committed to a lock-step, inflexible class schedule or can they take classes for a while, stop for a term or two or even a year, and then pick back up again?

A. Technically, yes, students can take some time to finish the program. Most part-time students find that it takes them 2 to 2-1/2 years to finish everything. An extended (two to three semester) absence from classes is not prohibited by the program, but it's not the best way to get the most out of your medical transcription training time. This is because it is difficult to retain the technical coursework knowledge from one year to the next. However, such absences can be unavoidable in certain circumstances. For example, Intermediate Medical Transcription is only offered fall semester, and Advanced Medical Transcription is only offered spring semester. If students completed Intermediate in fall but choose to take spring semester off, they would have to wait another year to take Advanced Medical Transcription.

If you have additional questions concerning the Medical Transcription Program, please contact the Healthcare Career Programs Office at 407-708-2445 or healthprograms@scc-fl.edu.