

What does a medical transcriptionist do?

Each time a patient has an encounter with a healthcare provider, this is documented in the patient's medical record. In most cases, a physician dictates a report to be filed in the patient's medical record. The medical transcriptionist converts this dictation to written form for documentation.

The transcriptionist sits at a computer and transcribes medical reports with the aid of a foot pedal and headphones. Foot pedals allow a transcriptionist to fast forward, rewind, pause, speed up or slow down dictation.

This medical transcription is accredited by the Association for Healthcare Documentation Integrity, the authoritative body over medical transcription. The program upholds the highest standards to achieve this certification, ensuring quality education for every student.



**IOWA WESTERN
COMMUNITY COLLEGE**

Iowa Western Community College
Continuing Health Education
2700 College Road
Council Bluffs IA 51503

Phone: 712/325-3265
Fax: 712/325-3729



MEDICAL TRANSCRIPTION ...ONLINE!

Train at Home to Work at Home!!



www.iwcc.edu

**Your online class starts
at your convenience
at the time you register!!**

IOWA WESTERN COMMUNITY COLLEGE

Fees
\$1925

Includes tuition, workbooks,
textbooks & foot pedal

Payment Method
Money order, cashier's check,
credit card only (no personal
checks accepted for the course)

Credit
64 CEUs for Iowa Nurses
640 Contact Hours for
Medical Assistants/Nebraska Nurses

Train and Work at Home!
Quality training will be the key to
your success as a medical
transcriptionist. This competency-
based approach equips you with
the precise knowledge and skills
you need to succeed. The
copyrighted Keyboard Kinetics
typing system has been proven to
increase keyboard efficiency and
typing speed
20-30 wpm.
Chat rooms
and support
systems are
available.



The Medical Transcription Training Program is a complete online course that offers many advantages over traditional text-based or in-class programs. As a student, you will not only have the proper equipment and know how to use it, you will receive extensive practical experience, establishing recognized competence in the medical transcription field.

Students in the medical transcription program experience a programmed learning approach to training, wherein every new concept builds upon the previous concept. This competency-based training methodology ensures that you will acquire every needed skill without knowledge gaps associated with other learning formats.

As a student, you will progress rapidly, developing all the skills necessary to produce a polished medical document and step into a rewarding, at-home career upon graduation. You will become a medical language specialist and learn many fascinating facts about science, human biology and physiology, the medical industry, and other interesting subjects. You will find this work stimulating and rewarding.

While some may choose to work in an office environment, you will be prepared to work successfully from home, using the latest in Internet remote support, networking and telecommunication technologies. A recent survey of medical transcriptionists in the United States indicated that approximately 83% of all transcriptionists work from home. No more expensive daycare or long trips to the office. You can be your own boss, set your own hours and even decide how much you want to make.

Medical Transcription—Online

HLTH 16-_____

Name _____

SS# _____

Address _____

City _____ State _____ Zip _____

Phone (h) _____

(w) _____

Email _____

Payment method (no personal checks)

Money order

Credit card:

CC# _____

Exp. date _____ 3-digit code _____

Cardholder name _____

Cardholder address _____

Facility Billing:

Facility name _____

Facility Address _____

Authorized signature _____

To register, please fill out form and mail with payment to:

Iowa Western Community College
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Support and Assistance

A knowledgeable, friendly student and technical support staff stands ready to answer questions and help guide you toward success. As a student, you will be able to interact easily with support personnel by toll-free phone, email, fax or instant messenger.

There are also many support functions built right into the course. Receive accurate instant feedback and grading of all exercises and tests. An audio pronunciation tool helps you understand difficult words at the click of a button. All the tools that are used in the course will give you real experience in transcribing reports and prepare you for a professional career.

National Certification Test

The Association for Healthcare Documentation and Integrity (AHDI) hosts two voluntary certification exams for medical transcriptionists. The Certified Medical Transcriptionist (CMT) exam requires that you have two years of transcription experience in acute care. The Registered Medical Transcription (RMT) exam can be taken after completion of a medical transcription education program. Certification is not required to become employed as a medical transcriptionist. Some employers are willing to pay a higher wage to transcriptionists who are certified.

Complete Curriculum is Offered ONLINE!



As a Medical Transcription student, you will transcribe hundreds of reports in all major specialties. All dictation is taken from actual medical

recordings. Our training program focuses on preparing you for the real world.

Medical transcription is one of the fastest growing home-based professions in the country. Let our quality medical training program help you learn the secrets of working at home and making great income. Train at home using our online internet training program.

Program Specifications:

Operating System

- Windows XP/Vista
- Mac OS X 10.4.11

Software Requirements:

- Internet Explorer 6.0 or greater
OR Firefox 2 or greater
OR Safari
- Flash Player 7.0 or greater
- QuickTime 7 or greater
OR Windows Media Player 9 or greater

Other Requirements:

- Minimum Screen Resolution 1024 x 768

Medical Transcription Program Curriculum

- Technology and the Medical Professional
- Keyboard Kinetics
- Grammar and Punctuation
- Anatomy and Disease
- Pathophysiology
- Mastering Medical Language
- Pharmacology
- Building the Medical Record
- Diagnostic Reports
- Focus on Medical Specialties
- Perfect the Text
- Introduction to Transcription
- Clinic Notes
- Enhancing Productivity
- Basic Acute Care
- Advanced Acute Care
- Final Exam Preparation
- Speech Recognition

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