

**MEDICAL TRANSCRIPTIONIST
CERTIFICATE
Catalog 2005-2007
Entirely On-Line Interactive Courses**

The Medical Transcriptionist (MT) curriculum is designed for the person who wishes to gain the knowledge and skills necessary in transcribing digital medical dictation using the latest transcribing equipment and/or adaptations. Medical transcription is a medical language specialty. A high level of fluency in the English language is required in order to interpret and transcribe dictation by physicians and other healthcare professionals. Medical transcriptionists work in hospitals, clinics, physician practices, and transcription services. Many work in their homes as independent contractors and home-based employees. Characteristics for success in this field include excellent English language skills as well as a strong interest in the medical language. You must have good hearing acuity and listening ability combined with reasonable keyboard skills. This program is Internet based and all content is on-line except for reference materials. This program is designed to be completed in one year and requires approximately 450 clock hours, with its content divided into two semesters. Students may choose to complete their course work on campus in the HHPC computer lab or entirely off campus; no classroom attendance is required. Experienced senior transcriptionists will be available to answer questions and interact with students from any location. The only prerequisites are the ability to type 50 corrected words per minute and a score of 86 or above on the Accuplacer English test. The program must be completed with an overall grade of 85% in order to receive certification.

				Credit Hours	Grade
1st Semester					
___	MTRN	110	Introduction to Medical Transcription	3	_____
___	MTRN	120	Medical Terminology	3	_____
___	MTRN	130	Human Anatomy and Physiology for Medical Transcription	3	_____
___	MTRN	140	Disease Processes	2	_____
___	MTRN	150	Applications and Pronunciations	3	_____
				Total 14 credits	
2nd Semester					
___	MTRN	200	Medical Specialties and Editing	3	_____
___	MTRN	220	Beginning Transcription	3	_____
___	MTRN	230	Intermediate Transcription	4	_____
___	MTRN	240	Advanced Transcription	4	_____
___	MTRN	250	Shortcuts and Efficiencies	2	_____
				Total 16 credits	

Total credit hours required for this certificate is 30

HEALTH INFORMATION TECHNOLOGY PROGRAMS
Associate of Applied Science Degree/Health Information Technology
Associate of Applied Science Degree/Medical Administrative Assistant
Certificate/Medical Insurance Coder/Biller
Certificate/Medical Transcription

San Juan College offers four programs designed to meet the increasing demands for well educated and professionally trained Health Information Technicians in health care agencies such as managed care organizations, ambulatory clinics, hospitals, physician and dental practices, long term care facilities, cancer centers, State Health Departments, and other organizations concerned with health information such as large insurance agencies and medical and pharmaceutical research centers.

These are one, two or three year programs, depending on full or part-time status, and are selective majors. Specific requirements must be met in order to declare HIT, MAA, MCB, or MT majors. All HITP courses are offered on-line for distance education purposes and the entire curriculum required to earn the AAS degree in Health Information Technology is available on the internet using WebCT. Therefore, the San Juan College HIT Program is available to any qualified candidate who has access to the Internet. Some HITP courses may be offered only once a year; therefore, advisement for sequencing is important.

Admission to the programs is on a first-qualified, first-served basis. Acceptance to the College is granted to most applicants and does not constitute nor guarantee admission to the Health Information Programs. Final approval to enroll in the programs is granted by the Director of Health Information Technology Programs. Enrollment is limited. Taking courses that apply to the HIT curriculums does not guarantee acceptance to the programs.

To be eligible the applicant must have:

High school or college minimum GPA of 2.75. College GPA is based on a minimum of 12 non-remedial credits and completed the SJC Accuplacer tests if fewer than 18 college credits have been earned, or if deemed necessary by advisor.

APPLICATION PROCEDURE

The Program Applications are done through the Health Information Technology Office located in the San Juan College 30th Street Center Annex. You may arrange for an interview with the Director of Health Information Technologies by phoning: 505-566-3597.

Program Entry:

1. Obtain the appropriate entry application for your chosen course of study from the HIT Office.
2. Complete the enrollment process at San Juan College Admissions and Records:
 - a. Declare HIT, MAA, MTRN, or MCB as your major
 - b. Submit the General Information Form
 - c. Request official transcripts from each school that you will use for transfer credits
 - d. Request evaluation of all non-San Juan College transcripts
 - e. Take the Accuplacer tests if required
3. Submit the completed application materials to the HIT Department:
 - Formal program entry application
 - Accuplacer placement test scores and/or transcripts documenting equivalent credit
 - Documentation of all prerequisites completed or in progress.

Advanced Level Program Continuation:

As part of the mandatory academic advisement session held during the first semester of 100 Level HITP and MTRN courses, progress in the program will be reviewed. If in good standing, the intent to continue as a degree or certificate student will be documented in the Program student file. If necessary, any developmental/remedial work required before advancement will also be documented.