

Medical Transcriptionist*

Health Science Career Cluster

(Certificate)

SAN JUAN COLLEGE

NATURE OF WORK

Medical transcriptionists are responsible for transcribing recordings dictated by health care professionals. This is usually done on a headset. These documents are then returned to the health care providers for review of accuracy, corrections, signature and are then made part of the patient's file. In order to be successful, the transcriptionist needs to have outstanding English language skills and an interest in medical language. Because these files can mean the difference between life and death, accuracy is essential. Due to the sensitive nature of the material being transcribed, it is necessary for technicians to have acute hearing to assure that they are transcribing accurately. Medical transcriptionists have a legal and ethical requirement for confidentiality.

WORKING CONDITIONS

Medical transcriptionists may work in physicians' offices, hospital settings or in their own homes. In areas of specialties, the use of speech recognized technology will be used more extensively as the technology becomes more sophisticated. A 40 hour work week is common, however self-employed individuals may work a more varied schedule. Some risks involved in this field are carpal tunnel syndrome, back and neck problems.

TRAINING & QUALIFICATIONS

Most employers prefer that transcriptionists have some postsecondary training. There are certifications available but they are not always required. Continuing education is necessary to be recertified. Besides recertification continued education may be necessary as the technology continues to change.

JOB OUTLOOK

The medical transcriptionists area is one of the fastest growing careers and the demand for high quality technicians is projected to keep rising in the years between 2006-2016. Job options will be best for those with formal training, experience and certification.

CAREER OPTIONS

Health care facilities, doctors' offices

ESTIMATED SALARY RANGE

New Mexico— \$24,600—\$37,000

Nationally — \$26,500—\$44,100

RELATED OCCUPATIONS

Court reporters, human resources assistants, information clerks, and health information technicians.

SJC Basic Program Information

Medical Transcriptionist is a Certificate Program designed for the person who wishes to gain the knowledge and skills necessary for transcribing medical dictation. Prerequisites are the ability to type 50 corrected words per minute and a score of 86 or higher on the Accuplacer English Test. The program must be completed with an overall grade of 85% in order to receive certification. Students must be accepted into the program in order to register for these classes.

For further information go to:

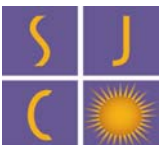
www.sanjuacollege.edu/pages/158.asp

Click on link under Career Programs

www.bls.gov/oco/ocos271.htm

www.careers-nm.org; www.ahdionline.org

www.careerstep.com



*Most of this information is from the Occupational Outlook Handbook—2008-2009

Updated as of April 13, 2009