

MEDICAL TRANSCRIPTIONIST Certificate Program

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 keyboarding skills. This program is Internet based and all content is online 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. 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.

1st Semester			Credits
MTRN	110	Introduction to Medical Transcription	3
MTRN	120	Medical Terminology	3
MTRN	130	Anatomy and Physiology	3
MTRN	140	Disease Processes	2
MTRN	150	Applications and Pronunciations	3
Total			14
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
Total Credits			30

