

MT ORIENTATION

Medical transcription is the act of translating a patient's medical care/treatment from oral to written form.

Will I Be Replaced by a Machine?

- Medical transcription is here to stay!
- Your job will require you to adapt to new technology, such as Speech Recognition systems.
- MTs will still be needed to edit, thus becoming a medical language specialist.
- The demand for more documentation is increasing.

Feeling The Need for Speed

- It doesn't matter how many reports you produce if those reports contain medical inaccuracies or misspellings, typos, and errors in grammar and punctuation.
- You must be proficient in speed and accuracy before beginning Medical Transcription I.

Admission Requirements

- Meet with Raquel Palacios, counselor for the Medical Transcription program.
- Submit all high school and college transcripts, must be official and in a sealed envelope from the sending school.
- Typing speed 45 wpm (minimum)
- Have excellent spelling, grammar and punctuation skills
- Have excellent attention to detail
- Have excellent organizational skills

Program Requirements

- First Semester courses :
 - 106-370 MT I, starts in fall only with 16 students
 - 509-302 Human Body Health & Disease*
 - 501-101 Medical Terminology*
 - 801-101 Writing Principles*
 - 106-001 Computer Applications*
 - 809-365 Social Occupational Interaction and Skills*
 - Word Processing Applied*
 - Pre-tech Math*
 - * Courses can be taken prior to MT I

REQUIREMENTS

- Several books are required for the first semester, however, these books will also be used in your second semester.
- AAMT/AHDI Book of Style
- Understanding Pharmacology
- Human Diseases
- Laboratory Tests & Diagnostic Procedures in Medicine
- AAMT/AHDI Book of Style Workbook
- Dorland's Medical Dictionary
- Saunder's Pharmaceutical Word Book
- MT Fundamentals & Practice
- Medical Phrase Index by Jean Lorenzini

Program Requirements

- Semester 2 courses:
- 106-371 MT II
- 106-373 Medical Transcriptionist Functions
- 106-384 Word Processing Applied
- 801-302 Speaking Principles

EXTERNSHIP

- Externship is 72 hours, 4 weeks
- Required coursework must be completed prior to beginning externship.
- Externship is done at one of many facilities; Aurora, United Healthcare, All Saints, etc.
- Externships can be within the Gateway district (Kenosha, Racine & Walworth counties) or possibly Milwaukee, Waukesha and Northern Illinois counties.
- Externship sites are assigned by your instructor.

ONLINE/BLENDED CLASSES

- MT I, MTII, and MT Functions are blended courses which means we will meet on campus and online.

All transcription will be done online, reports will be printed, and proofed by each student.

At the end of MT I, the instructor will determine what days we will meet for MT II and MTF for the following semester.

Resources: Organizations

AAMT/AHDI

- Association for Healthcare Documentation
www.ahdionline.org
1-800-982-2182
- I suggest you become a Student member of the national organization.

Resources:

Advance for Healthcare Professionals

- Please sign up for a free publication:
- *Advance for Health Information Professionals* now
1-800-355-1088