

**33-hour Certificate  
 Medical Information Systems - Medical Transcriptionist**

**EFFECTIVE FALL 2008**

<b>Written/Oral Communications</b>			
<input type="checkbox"/> ENGL	1200	Business English (or)	3
<input type="checkbox"/> ENGL	1204	English Composition I	3
<b>TOTAL</b>			<b>3</b>

<b>Mathematics/ Natural Science</b>			
<input type="checkbox"/> LIFE	1411	Anatomy and Physiology for Pre-Hospital Provider	4
<b>TOTAL</b>			<b>4</b>

<b>Major Requirements</b>			
<input type="checkbox"/> OFTC	1695	Word Processing Applications	3
<input type="checkbox"/> EMTS	1520	Basic Pharmacology	2
<input type="checkbox"/> BSTC	1036	Computer Concepts and Applications	3
<input type="checkbox"/> MDAS	1672	Medical Terminology	3
<input type="checkbox"/> BUSI	1807	Customer Service	3
<input type="checkbox"/> OFTC	1601	Keyboarding I	3
<input type="checkbox"/> OFTC	1603	Keyboarding II	3
<input type="checkbox"/> MDAS	1619	Special Office Procedures-Medical	3
<input type="checkbox"/> MDAS	1676	Medical Transcription I	3
<b>TOTAL</b>			<b>26</b>

## Medical Transcriptionists

The following information was obtained from U.S. Department of Labor Bureau of Labor Statistics

### Significant Points

Job opportunities will be good.

Employers prefer medical transcriptionists who have completed a postsecondary training program at a vocational school or community college.

Many medical transcriptionists telecommute from home-based offices as employees or subcontractors for hospitals and transcription services or as self-employed, independent contractors.

About 4 out of 10 worked in hospitals and another 3 out of 10 worked in offices of physicians.

### Nature of the Work

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature, or correction. These documents eventually become part of patients' permanent files.

### Employment/Job Outlook

Employment of medical transcriptionists is projected to [grow faster than the average](#) for all occupations through 2014. Demand for medical transcription services will be spurred by a growing and aging population. Older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can be easily shared among providers, third-party payers, regulators, and consumers. Growing numbers of medical transcriptionists will be needed to amend patients' records, edit for grammar, and identify discrepancies in medical records.

Hospitals will continue to employ a large percentage of medical transcriptionists, but job growth there will not be as fast as in other industries. Increasing demand for standardized records should result in rapid employment growth in offices of physicians or other health practitioners, especially in large group practices.

### Earnings

The following data contains employment information for medical transcriptions in the state of Kansas as of May 2006:

Mean wage: \$13.01/hour or \$27,060 annually