

# Healthcare Documentation & Transcription Specialist

medtranscription.bartonccc.edu

What drives you?  
**BARTON**  
COMMUNITY COLLEGE

## For more information, contact:

### Kim Brennan

Instructor & Coordinator  
Medical Support Programs  
brennank@bartonccc.edu  
(620) 792-9326

### Jane Howard

Executive Director of Business, Technology  
& Community Education  
howardj@bartonccc.edu  
(620) 792-9208



## What They Do:

- Listen to dictation recordings provided by a variety of healthcare professionals, and then transcribe according to the appropriate format of the document.
- Transcribe such documents as medical reports (discharge summaries, history and physical examination reports, operative reports, progress notes, etc.), letters, memos, meeting agendas and minutes, etc.
- Spot mistakes or inconsistencies in a medical report and verify information.
- Utilize standard medical reference materials, both printed and electronic.



## Why Barton's Medical Transcriptionist Certificate?

- Certificate (40 credit hours).
- Training in medical science, medical style and grammar.
- Graduates are eligible to take national certification examinations. (RMT) or (CMT)
- Flexibility, can be taken 100% online.



## Occupational Outlook and Earnings:

The role of the transcriptionist is evolving to that of amending patients' records, editing documents from speech recognition systems and identifying discrepancies in medical reports.

- Employment of medical transcriptionists is projected to grow 11% from 2008 to 2016.
- Job opportunities should be good, especially for those who are certified.
- Medical transcriptionist had mean hourly salary of \$14.84 in 2012.
- About 36% work in hospitals, 23% in physicians' offices.
- To work from home, **most** employers require experience.

Source: Occupational Outlook Handbook, 2010-2011 Edition/Monster



**Non-discrimination Notice:** Barton Community College is an equal opportunity provider and employer. Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.

WWW.BARTONCCC.EDU

866-813-2460 © 245 NE 30 RD © GREAT BEND, KS 67530