Healthcare Documentation & Transcription Specialist
medtranscription.bartonccc.edu

For more information, contact:

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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.


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