



Medical Transcription Program Details

What is this program about?

The Medical Transcription Training Program is a complete online course that offers many advantages over traditional text-based or in-class programs. As a student, you will not only have the proper equipment and know how to use it, you will receive extensive practical experience, establishing recognized competence in the medical transcription field.

Students in the medical transcription program experience a programmed learning approach to training, wherein every new concept builds upon the previous concept. This competency-based training methodology ensures that you will acquire every needed skill without knowledge gaps associated with other learning formats.

As a student, you will progress rapidly, developing all the skills necessary to produce a polished medical document and step into a rewarding, at-home career upon graduation. You will become a medical language specialist and learn many fascinating facts about science, human biology and physiology, the medical industry, and other interesting subjects. Most medical transcriptionists find this

work stimulating and rewarding.

While some may choose to work in an office environment, you will be prepared to work successfully from home as a medical transcriptionist, using the latest in Internet, remote support, networking, and telecommunication technologies.

Working From Home

A recent survey of medical transcriptionists in the United States indicated that approximately 83% of all transcriptionists work from home. No more expensive daycare or long trips to the office. You can be your own boss, set your own hours, and even decide how much you want to make.

Program Certification

The medical transcription program is accredited by the Association for Healthcare Documentation Integrity, the authoritative body over medical transcription. The program upholds the highest standards to achieve this certification, ensuring quality education for every student.



Medical Transcription Program Curriculum

- Technology and the Medical Professional
- Keyboard Kinetics
- Medical Word Building
- Grammar and Punctuation
- Anatomy and Disease
- Pathophysiology
- Mastering Medical Language
- Pharmacology
- Building the Medical Record
- Diagnostic Reports
- Focus on Medical Specialties
- Perfect The Text
- Introduction to Transcription
- Clinic Notes
- Enhancing Productivity
- Basic Acute Care
- Advanced Acute Care
- Final Exam Preparation
- Speech Recognition

Support and Assistance

Career Step's knowledgeable, friendly student and technical support staff stands ready to answer questions and help guide you toward success. As a student, you will be able to interact easily with support personnel by toll-free phone, email, fax, or instant messenger.

There are also many support functions built right into the course. Receive accurate instant feedback and grading of all exercises and tests. An audio pronunciation tool helps you understand difficult words at the click of a button. All the tools that are used in the course will give you real experience in transcribing reports and prepare you for a professional career.

The support doesn't end when you finish the program. Career Step has partnered with a number of leading medical transcription companies to provide placement assistance for all graduates. Through our placement specialists, you will be notified of potential employers and job opportunities. The training provided by Career Step immediately puts you into a position to start working as soon as you complete the course.



Support Materials

Included with your enrollment in the Medical Transcription Training Program are a transcriptionist foot pedal and a 15 month subscription to BenchMark KB online reference materials including:

15 month AHDJ Membership

Integrated AHDJ Book of Style, 3rd Edition

Access to extensive database of lab values

Unified Stedman's Content:

- Quick Look Drug Book
- Medical Dictionary
- Medical Speller
- Abbreviations, Acronyms, and Symbols
- Medical & Surgical Equipment Words
- Medical Terms and Phrases

Program Specifications

Operating System:

- Windows XP/Vista
- Mac OS X 10.4.11

Software Requirements:

- Internet Explorer 6.0 or greater
 - OR Firefox 2 or greater
 - OR - Safari
- Flash Player 7.0 or greater
- Quicktime 7 or greater
 - OR Windows Media Player 9 or greater

Other Requirements

- Minimum Screen Resolution
 - 1024 x 768



Upgrade Options

Available for an extra charge are some optional resources to further your comprehension and understanding of the program.

- Text companion consisting of ten module-specific subjects that allow you to study the program while away from the computer.
- Four CD companion with more than 60 additional doctor dictations.