



# **Medical Records Transcribing MDTR-ATD Admission Packet**

## **Contact Information**

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## **Medical Records Transcribing Program (MDTR-ATD)**

The Medical Records Transcribing program is designed to prepare graduates for employment as medical transcriptionists. Medical transcriptionists listen to dictated recordings made by physicians or other healthcare providers, and then transcribe this information into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a USB foot pedal to pause the recording when needed, and key the text using word processing software, editing as necessary for grammar and clarity. These documents eventually become part of patient's permanent health records.

To understand and accurately transcribe dictated reports into a format that is clear and comprehensive for the reader, medical transcriptionists must have excellent keyboarding skills, be proficient in word processing, understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments. To help identify terms appropriately, transcriptionists refer to standard medical reference materials—both printed and electronic.

The majority of transcriptionists often work from home and are employed by hospitals, physician groups, transcription services, clinics, laboratories, medical libraries and government medical facilities. Average salaries are in the range of \$16.36 per hour / \$34,020 per year.

## **Outlook**

According to the U. S. Department of Labor, *Occupational Outlook Handbook*, "employment of medical transcriptionists is projected to grow 8 percent from 2012 to 2022, about as fast as the average for all occupations. The growing volume of healthcare services is expected to continue to increase demand for transcription services. However, employment growth will be limited due to increased productivity stemming from technological advances."

## **Frequently Asked Questions**

### **Q: What are the entrance requirements for this program?**

- High school diploma or GED
- College and/or high school transcripts
- Minimum 2.0 GPA
- Completion of Health-Related Program Application

### **Q: What are the testing requirements for this program?**

- Keyboarding Proficiency Test (45 CWAM)
- Test of Adult Basic Education (TABE) {Minimum Scores: Reading/11 Language/11 Math/10}

### **Q: What is the estimated cost of the program?**

- Tuition: 33 credits at \$104.58 (in-state)

#### **Additional Expenses (approximate)**

- Books, equipment and access fees (approximate).....\$1500
- Application and lab fees, etc..... 200

Fees may vary and are subject to change!

**Q: What is the recommended curriculum sequence?**

The following is the recommended course sequencing. Because certain courses are offered only once a year, it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from this program. This is especially important if you are a part-time student.

<b>Term I—Fall</b>	<b>(12 Credits)</b>
ENC1101C	English Comp I
CGS1570	Computer Concepts & Applications
HIM1000C	Introduction to Health Information Management
HSC1531	Medical Terminology

<b>Term II—Spring</b>	<b>(12 Credits)</b>
OST1611	Medical Transcription I
HIM1442	Pharmacology
OST1135	Medical Documents
BSC1080	Essentials of Anatomy and Physiology
BSC1080L	Essentials of Anatomy and Physiology Lab
HSC1590W	AIDS/OSHA/Domestic Violence

<b>Term III—Summer</b>	<b>(9 Credits)</b>
OST1612	Medical Transcription II
OST1613	Medical Transcription III
OST1614	Medical Transcription IV

Total Program—33 Credits

*Many courses have pre- or co-requisites--check "Course Description" in college catalog for details.*

**Q: Is financial aid available?**

Students requiring financial assistance are directed to the Office of Financial Aid and Veterans Affairs (850) 484 2349 for information on numerous grants and scholarships. It is important that students needing financial assistance contact the Financial Aid office as soon as the need is determined.

**STUDENT CHECKLIST FOR APPLICATION PROCESS**

- ✓ Complete and submit Pensacola State College application (\$30) for admission to college
- ✓ Complete the Florida Residency Affidavit (if applicable)
- ✓ Request college and/or high school transcripts
- ✓ Complete the Health-Related Programs application and submit to the Health Programs Admission Office on the Warrington Campus
- ✓ Take Keyboarding Proficiency Test and Test of Adult Basic Education (TABE)

Applications and forms can be found on the PSC ([www.pensacolastate.edu](http://www.pensacolastate.edu)) website:

[College Applications Packet](#)

[Health Related Programs Application](#)

[Request Transcript Forms](#)