

*Allied Health*

# Medical Transcriptionist Studies

*A medical transcriptionist provides an important service to both physicians and patients by transcribing dictated medical reports that document a patient's medical care and condition. These may include office chart notes, history and physical examinations, consultations, letters, memos, operative reports, laboratory tests and diagnostic studies. Medical transcriptionists produce highly accurate and complete permanent records in a variety of medical specialties.*

## **You'll Learn**

- Medical terminology relating to anatomy, pharmacology, laboratory and surgical procedures
- The principles of professional and ethical conduct in the medical field
- Keyboarding skills and up-to-date transcription software systems
- Standards of medical office procedures
- Through lecture and laboratory instruction
- By participating in an internship at an approved clinical facility

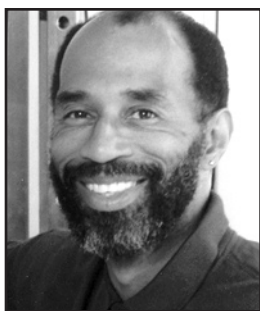
## **You'll Earn**

- The option to work in a variety of settings including clinics, hospitals, private transcription businesses and home offices
- The opportunity to start your own free-lance transcriptionist business
- Promotions to supervisory and management positions are possible
- A career where your skills are in demand—there is a critical shortage of qualified medical transcriptionists nationwide
- Career growth potential through further certification and education

## **You'll Succeed**

- More than half of all new jobs created require education beyond high school.
- Employees with additional education have better chances for promotion.
- College credit or advanced placement may be given for relevant work experience.
- Credits may be applied to advance your education within the health information technology career field.

# Get in, Get smart, Get going. . .



Delaware Tech operates on a semester system with new sessions in late August and mid-January, plus summer sessions beginning at the end of May and in mid-June. Non-technology courses may be taken on a part-time or full-time basis during any semester or the summer session. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit for prior educational experiences. Counselors and advisors are available to help you schedule your courses.

People interested in entering Medical Transcriptionist Studies must attend an Allied Health Information Session prior to initiating the process for admission into the technology. Information regarding these sessions may be obtained by calling (302) 888-5288. Visit the Allied Health Web site at [www.dtcc.edu/wilmington/ah](http://www.dtcc.edu/wilmington/ah).

## TECHNICAL COURSES

**Medical Transcription Practicum** is a supervised internship performed in a health care facility which provides the student with experience in the transcription of a variety of medical reports and emphasizes the confidentiality of health records and standards of professional conduct.

**Keyboarding** enables the student to master the keyboard by touch and learn to format letters, memoranda, reports, outlines, rough drafts, and tables.

**Referencing & Transcription** provides students with referencing, proofreading and editing skills, while transcribing a variety of business documents.

**Intro to Medical Transcription** is an introduction to the healthcare record and medical documents. Transcription of basic medical dictation integrating medical terminology and machine transcription skills is covered in the course.

**Advanced Medical Transcription** will require the student to transcribe advanced, medical dictation using proofreading and editing skills while meeting progressively demanding accuracy and productivity standards.

## SUPPORT COURSES

Composition  
Medical Terminology  
Introduction to Anatomy & Physiology  
Math for Behavioral Sciences  
Ethical Issues in Health Care  
Advanced Medical Terminology  
Intro to Computers & Applications

## TO APPLY FOR ADMISSION TO THE COLLEGE

1. Obtain an admission application by calling (302) 888-5288. Admission applications are also available online at [www.dtcc.edu/prospective](http://www.dtcc.edu/prospective). Complete and return the application to the Wilmington Campus with a \$10 fee.
2. Request that your high school and/or college transcripts be sent to the Admissions Office.
3. Arrange to take the Computerized Placement Test (CPT) *unless you have already completed college-level Math and English courses with a "C" grade or better*. The CPT is administered by the Admissions Office (302) 454-3954 and is used to determine appropriate course placement.
4. Meet with a Delaware Tech counselor to discuss your CPT results and select your course schedule.
5. Remember to apply and register early for the best selection of courses.