

CENTRAL TEXAS COLLEGE

Education For The Individual

Office Technology Department
254-526-1234 Jerrie.Cleaver@ctcd.edu

January 18, 2011

Dear Prospective Medical Transcription Student:

We are pleased that you are considering the medical transcription program at Central Texas College. We are an AHDI (Association for Healthcare Documentation Integrity)-approved school. We are one of only 23 such schools in the nation; our program has been approved since 2007, and we were just reapproved in September 2010.

As the coordinator of this department, I like to try to be sure that students choose a career path that is suitable to them and will prove fulfilling as well as beneficial in the future. For that reason, I want to be sure you understand some key facts about the profession in general and about our program in particular.

I am including a letter from Ms. Yvette Pawlowski, B.A., CMT, RHIT. Ms. Pawlowski is a member of the full-time faculty of this department and is one of the professors in the medical transcription program. Her letter explains in detail facts about the profession and this program.

From a departmental standpoint, it is important to note that you can take only one (1) MRMT course per semester, regardless of your degree plan. Each MRMT course is a prerequisite to the next. In order to move through the medical transcription (OTMT) program in the shortest time possible, you should plan to enroll in one (1) MRMT course per semester in this progression:

First semester	MRMT 1307	Medical Transcription I
Second semester	MRMT 2333	Medical Transcription II
Third semester	MRMT 2357	Advanced Medical Transcription
Fourth semester	MRMT 2166	Medical Transcription Practicum

Semesters begin in January (Spring), June (Summer), and August (Fall). You can start the program in any semester, but you should plan on at least 15-18 months to complete the program. For more information about our department and this program, visit our website http://www.ctcd.edu/office_tech/index.htm.

I look forward to getting to know you in the coming months. Again, thanks for considering Central Texas College.

Sincerely,

Jerrie S. Cleaver

Jerrie S. Cleaver, MS, RHIA

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