

CENTRAL TEXAS COLLEGE

Education For The Individual

Office Technology Department
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Dear Prospective Medical Transcription student:

According to AHDI: “In the broadest sense, medical transcription is the act of translating from oral to written form (on paper or electronically) the record of a person's encounter with a healthcare professional.” For further information on what a medical transcription does, please click this link: <http://www.ahdionline.org/Portals/0/Downloads/AboutMTflyer.pdf>

To gain some understanding of medical transcription, go to <http://www.hpisum.com/medical-transcription/free-downloads.aspx> and listen to the sample dictations at this website (sample 1 and sample 2). Listen to these dictations without looking at the provided keys, then listen to these again while looking at the keys. Whereas these dictations are not the ones that you would be exposed to in our training program or even while starting out in an entry level position, these are the dictations that an experienced MT will eventually be transcribing or editing.

In order to become a successful medical transcriptionist in a self-study program such as that offered at Central Texas College, you must be responsible for the quality of your learning. This means that while we provide you with the guidance and materials to learn medical transcription, how well you learn depends on your time and dedication. What is involved with this? To give you an idea, you **would have to review ALL of your transcribed reports at least twice (minimum)**. This is essential to train your ears and improve the quality of your work. For more difficult dictations, you would plan to review these more than twice. You would transcribe each dictation first without reviewing any keys, transcribing to the best of your ability using your available resources. In some of our transcription courses, you are provided the keys to some of the dictations prior to assignment submission. These keys are not provided as a substitute for transcribing the report; these are provided so you can analyze your errors and improve your transcription skills. If you do NOT take the time to review the reports, you will not gain enough skill to be employed as a transcriptionist. Whereas you can pass these courses with a 70% or a “C” as a community college student, transcription employers want 97% or better quality! A 70% will not cut it! We will provide you with the guidance and practice to learn these skills, but how much time you devote to learning these skills is **YOUR RESPONSIBILITY**. Quite bluntly, if you are not able to or not willing to put in the time and dedication required to achieve this level of excellence, you are not going to be successful as a transcriptionist.

Most importantly, you want to view each and every report as being transcribed for a loved one, containing information that is essential to his or her health; what quality of reports would you want being placed in the loved one’s record? If you do this, you will treat each report with the respect it deserves.

P.O. Box 1800 Killeen, Texas 76540-1800
And over 150 other locations worldwide!

It is important to note that the purpose of this program is to provide you with the skill set and training to graduate as an entry level medical transcriptionist, with the intent that you will be able to obtain a training position with a hospital, doctor's office, or MTSO (medical transcription service organization). This program is **not** the equivalent of two years' experience and will not be viewed as such by potential employers.

The MRMT courses are generally not self-paced classes; these will have assignment deadlines on a weekly to biweekly basis. You must earn at least a C (70%) in each of the degree courses before you can enroll in the next course. MRMT 2166, the medical transcription practicum, is required to graduate; it is strongly recommended that you take only this course during a semester as 20 hours or more per week will be required to work through this course.

It is the grading policy of Central Texas College that you can pass these courses with a 70% grade (C or better). For the purposes of improving your chances of being gainfully employed upon graduation, the CTC medical transcription program offers their graduates the following:

Grade of 85% to 89% for the practicum - Graduate letter of recommendation
Grade of 90% to 94% for the practicum - Honors graduate letter of recommendation
Grade of 95% and above for the practicum - High honors graduate letter of recommendation

If your final grade for the practicum is above 70% but below 85%, you will not receive a letter of recommendation; however, you will still graduate from the course if you have completed all the required OTMT courses. You will also receive a certificate.

Thank you for your interest in our medical transcription program. For further information on CTC Office Technology programs, including the medical transcription program, please visit our website at http://www.ctcd.edu/office_tech/index.htm

Respectfully yours,

Yvette E. Pawlowski

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