

## What does a medical transcriptionist do?

Each time a patient has an encounter with a healthcare provider, this is documented in the patient's medical record. In most cases, a physician dictates a report to be filed in the patient's medical record. The medical transcriptionist converts this dictation to written form for documentation.

The transcriptionist sits at a computer and transcribes medical reports with the aid of a foot pedal and headphones. Foot pedals allow a transcriptionist to fast forward, rewind, pause, speed up or slow down dictation.

This medical transcription 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.



**IOWA WESTERN  
COMMUNITY COLLEGE**

Iowa Western Community College  
Continuing Health Education  
2700 College Road  
Council Bluffs IA 51503

Phone: 712/325-3265  
Fax: 712/325-3729



## MEDICAL TRANSCRIPTION ...ONLINE!

**Train at  
Home to  
Work at  
Home!!**



[www.iwcc.edu](http://www.iwcc.edu)

**Your online class starts  
at your convenience  
at the time you register!!**

## IOWA WESTERN COMMUNITY COLLEGE

**Fees**  
\$1875

Includes tuition, workbooks,  
textbooks & foot pedal

**Payment Method**  
Money order, cashier's check,  
credit card only (no personal  
checks accepted for the course)

**Credit**  
64 CEUs for Iowa Nurses  
640 Contact Hours for  
Medical Assistants/Nebraska Nurses

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. You will 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, using the latest in Internet remote support, networking and telecommunication technologies. 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.

**Train and Work at Home!**  
Quality training will be the key to your success as a medical transcriptionist. This competency-based approach equips you with the precise knowledge and skills you need to succeed. The copyrighted Keyboard Kinetics typing system has been proven to increase keyboard efficiency and typing speed 20-30 wpm. Chat rooms and support systems are available.



## Medical Transcription—Online

HLTH 16-\_\_\_\_\_

Name \_\_\_\_\_

SS# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_

(w) \_\_\_\_\_

Email \_\_\_\_\_

Payment method (no personal checks)

Money order

Credit card:

CC# \_\_\_\_\_

Exp. date \_\_\_\_\_ 3-digit code \_\_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder address \_\_\_\_\_

Facility Billing:

Facility name \_\_\_\_\_

Facility Address \_\_\_\_\_

Authorized signature \_\_\_\_\_

To register, please fill out form and mail with payment to:

Iowa Western Community College  
Continuing Health Education  
2700 College Road  
Council Bluffs IA 51503

## Support and Assistance

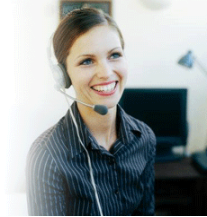
A knowledgeable, friendly student and technical support staff stands ready to answer questions and help guide you toward success. As a student, you will be able to interact easily with support personnel by toll-free phone, email, fax or instant messenger.

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.

## National Certification Test

The Association for Healthcare Documentation and Integrity (AHDI) hosts two voluntary certification exams for medical transcriptionists. The Certified Medical Transcriptionist (CMT) exam requires that you have two years of transcription experience in acute care. The Registered Medical Transcription (RMT) exam can be taken after completion of a medical transcription education program. Certification is not required to become employed as a medical transcriptionist. Some employers are willing to pay a higher wage to transcriptionists who are certified.

## Complete Curriculum is Offered ONLINE!



As a Medical Transcription student, you will transcribe hundreds of reports in all major specialties. All dictation is taken from actual medical

recordings. Our training program focuses on preparing you for the real world.

Medical transcription is one of the fastest growing home-based professions in the country. Let our quality medical training program help you learn the secrets of working at home and making great income. Train at home using our online internet training program.

### 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

## Medical Transcription Program Curriculum

- Technology and the Medical Professional
- Keyboard Kinetics
- 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

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