



**ON-LINE MEDICAL
TRANSCRIPTION
TRAINING**

**PROGRAM
INFORMATION**

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Pierpont Community & Technical College offers a comprehensive online medical transcription training program which can be completed by individuals in their own homes and at their own pace.

What does a Medical Transcriptionist Do?

Doctors have required detailed medical records since the advent of the malpractice lawsuit. Since then, medical transcription has been a lucrative and stable career opportunity.

Interns and physicians must dictate details of every patient visit to a doctor's office or medical center, every medical procedure, x-ray, physical therapy manipulation, or major operation, analysis of each piece of bone or tissue removed. These reports are dictated directly onto tapes or recorded into specialized digital equipment.

Transcriptionists then take that dictation and type it on computers. From there, the medical reports are either electronically transferred to the medical facility or printed on paper and hand-delivered. Literally millions of medical reports are generated within the United States every day. With current personal computer and internet technology, it has become the norm that such work is performed at home by qualified medical transcriptionists.

Employers, such as hospitals, doctors, clinics, or transcription clearinghouses are under tremendous strain to meet turn-around times because of the shortage of trained personnel. They attribute the declining number of transcriptionists to a basic lack of awareness of the career by the general population.

The career does require certain basic skills. These skills are easily obtainable through quality training. A person must be able to type with proficiency, have a basic understanding of the English language, and attain a fairly extensive medical vocabulary. Training in all of these areas is a fundamental requirement for employment.

What is the demand for skilled Medical Transcriptionists?

There is currently a very large unmet demand for qualified medical transcriptionists. This shortage has become acute over the past several years.

Given the demographic make-up of our country, that shortage will likely only get worse in coming years. People are living longer and requiring more medical care. Acute and chronic conditions are now being treated with advanced procedures and medications. And of course, all of this must be documented as part of the medical records process.

The outlook for skilled medical transcriptionists is exceptional. It is a skill that requires a significant investment in training.

Who will hire me after I graduate?

There are a number of employment opportunities in the medical transcription industry:

1. Working for a large **national MT service** provides you some definite advantages:
 - a. They can keep you as busy working as you want -- full time or part time.
 - b. They secure customers. This can be a time consuming job.
 - c. They will often provide you the equipment you need to do the job, thus allowing you to avoid an initial capital investment before going to work.
 - d. You are not required to live in any one location in the country. You could live in a rural or urban setting and be issued dictations from New York or Los Angeles. As long as you have access to the internet, you can perform the work.
 - e. You may be offered employee benefits, i.e. group health insurance.
2. Working for a **regional or local MT service** can provide you some of the advantages of the national companies, but perhaps not all.
 - a. The supply of work may be more limited.
 - b. They may not be able to supply you with equipment.
 - c. You may be required to live in the same area where the dictations are generated.
 - d. Employee benefits may be limited.
3. Working for a **local hospital or clinic** is different than working for yourself or a service company in these respects:
 - a. You are employed by the hospital or clinic.
 - b. You are usually paid by the hour rather than on production.
4. Working for yourself and starting **your own MT service** can have its own advantages:
 - a. You earn about twice the amount of money, but you have to go out and find your own customers.
 - b. You are required to run a business with all that goes along with that, including employee management if you hire other transcriptionists to work for you.

How much can I expect to earn as a Medical Transcriptionist?

There are a number of factors that go into how much a medical transcriptionist can make:

1. Productivity is the largest factor
 - a. Typing speed and accuracy
 - b. Editing skills
2. The number of hours a day worked is an individual choice that a medical transcriptionist makes. Here is a range of typical annual salaries reported:
 - a. 25% make greater than \$31,000 per year
 - b. 50% make between \$26,000 & \$31,000
 - c. 25% make less than \$26,000 per year.

PERSONAL EARNINGS ESTIMATOR

TYPING SPEED

		40	50	60	70	80
Hours worked per week	10	\$5,720 \$11/hr	\$6,760 \$13/hr	\$7,800 \$15/hr	\$8,840 \$17/hr	\$9,880 \$19/hr
	20	\$11,440 \$11/hr	\$13,520 \$13/hr	\$15,600 \$15/hr	\$17,680 \$17/hr	\$19,760 \$19/hr
	30	\$17,160 \$11/hr	\$20,280 \$13/hr	\$23,400 \$15/hr	\$26,520 \$17/hr	\$29,640 \$19/hr
	40	\$22,880 \$11/hr	\$27,040 \$13/hr	\$31,200 \$13/hr	\$35,360 \$17/hr	\$39,520 \$19/hr

The earnings above are based on a transcriptionist being paid a rate of **0.10/line**.

What Factors Influence How Much I Can Earn?

There are other factors that can influence how much you can make as a medical transcriptionist:

- You can make about twice the amount of money if you have your own customers. However, you have to find your customers, so your initial income may be less than if you were working for someone else because you are not making anything while you are out knocking on doors and negotiating with your potential customers.
- There are computer and transcription programs on the market that will make your typing time for efficient, i.e., spell checkers, word expanders, etc. These aids allow you to type more lines per minute, and thus you make more money per hour.
- As you gain experience, your typing speed and accuracy are certain to improve.
- Service companies will pay you more per line if they do not have to spend time editing your work. So the more competent you are as an editor of your own work, the more likely you are to be paid more by the employer.
- Obviously, the greater number of hours you work, the more money you will make.
- MTs may be paid more based on the region of the country they work.
- A good medical transcriptionist can make \$40 to \$50 per hour. Most make more than \$20 per hour.

Pierpont's On-Line Medical Transcription Training Program

The College's program was designed by transcriptionists, editors, trainers, and service owners/managers to tailor transcriptionists specifically to the needs of employers. It contains exercises and tests in grammar, typing, and all areas of terminology – including anatomy and physiology, medical word building, abbreviations, Latin plurals, medical specialties and more. The training also contains an extensive audio library with more than 700 actual medical dictations to practice on. It is the most affordable and practical training available online in medical transcription and can have students ready for gainful employment within four to nine months.

General Information about the course:

- It takes approximately 500 to 800 hours to complete the course
- Historically, students have averaged 640 hours, over nine months, for course completion
- Students dedicating more time can complete in 4 to 6 months
- Students have up to one year to complete
- Extensions are available in 4-month blocks.
- The Online course comes with PC foot pedal and software; Benchmark KB (an online knowledge base application) access for 15 months; AHDI membership for 15 months; and student support.
- The course is interactive and instructive
- Offers instantaneous grading of exercises and unit exams
- Uses updated technology for transmission of sound files
- Offers text comparison grading and feedback of transcription units
- Helps develop computer skills and provides internet experience.

Course Details and Options

GOLD ONLINE (Standard Online Course)

1. Curriculum Content:

- Keyboard Kinetics: Techniques for Building Speed & Efficiency on the Keyboard
- Grammar & Style Essentials
- Human Anatomy, Physiology and Disease Processes
- Medical Word Building
- Medical Plurals
- How to Look Up Words
- Word Differentiation
- Formatting
- Benchmark KB
- Perfect the Text: Editing and Proofreading
- Focus on Medical Specialties (18 Sections)
- Abbreviations

- Beginning Transcription: Clinic Notes
- Intermediate Transcription
- Advanced Transcription
- Technology and Employment
- Final Examination

2. Online Course Features:

- **Student access control** requiring individual sign-on and password for each **student - each student may only access their own record**
- **Automatic Grading** for exercises and tests
- **Pronunciation words** to assist students in learning the medical and pharmaceutical terms (requires Real Player software)
- **Student Forum access** for access to course related questions and answers
- **Chat room access** for participation in scheduled chat sessions and organized chats
- **Frequently Asked Questions** for answers to common questions
- **Automated help** function to direct questions to the appropriate support person
- **Integrated Course Structure** that divides the text into manageable sessions and lessons
- **Automated text comparison** that evaluates transcribed reports against a standard key

3. Included Reference Materials:

Benchmark KB (Knowledge Base) is included in the cost of the course, and students have access to this online tool for a full 15 months. This is a complete set of web services that brings together an extensive collection of online medical transcription reference materials into a single application, with real-time updates to keep students up to date on terminology and reference data. Benchmark KB offers everything from a medical dictionary to a lab values database, consolidated and available at your fingertips.

4. Other Benefits:

- 15-month electronic membership to ADHI (Association for Healthcare Documentation Integrity) is included.
- Medical reference library from Stedman's in a single user interface.
- A continuously updated national physician and dentist database of over 1 million names.
- Quality alerts library to highlight common transcription style errors, including Joint Commission and ISMP dangerous abbreviations and recommendations.
- AHDI Book of Style, Version 3, in searchable format.
- Extensive database of 250+ normal lab values.
- FAQs from the industry experts at ADHI.

5. Testing:

- Tests, questions and answers are recorded and stored in the student's gradebook.
- Student should score at 85% or better on unit exercises and tests before moving on to the next unit.
- The student must score 85% or better in order to graduate from the course.
- This score indicates competency to employers.
- Online study internalizes the training.

- The curriculum has been designed so that a concept is taught and then the student is given the opportunity to demonstrate his or her understanding of the concept through a series of online exercises and tests.
- All exercises and tests are graded electronically and instantaneously, thus allowing immediate feedback and measure of the students' understanding as they move through the course.

6. Final Examination:

The final examination is administered separately from the course materials and is included as a part of the course. The final exam is divided into two portions, theory and transcription. Each portion must be passed with an 85% or better. An average of both scores of the theory and transcription portions of the exam will be used in determining the certificate to be awarded. Each portion may be taken up to three times. The final exam is included in the course pricing. Student enrollment must be current in order to request or retake the final exam.

Certificates will be issued by Pierpont Community & Technical College and Career Step in accordance with the following achievement levels:

- Certificate of Participation, upon three failures of the final exam.
- Certificate of Graduation, 85 to 89.99%
- Certificate of Graduation with Honors, 90 to 94.99%
- Certificate of Graduation with High Honors, 95 to 100 %

7. Extensions:

Students may extend his/her enrollment in four-month increments beyond the initial 1-year enrollment period. A fee of \$129 is charged for each four-month extension.

Students may also purchase an extension for access to the Benchmark KB application past the initial 15-month period for \$199.

TEXT BOOK COMPANION – OPTIONAL

Students may purchase an optional hard-copy textbook companion to the course for \$299. This price includes the cost of shipping and handling.

STUDENT SUPPORT

Support is provided for one year during the initial enrollment period unless additional extensions are purchased in four-month increments.

Coursework Support

- Includes student support via email and toll free phone from Career Step.
- Includes Pierpont Community & Technical College Faculty support via email and phone.

Technical Support

- Includes student technical (computer related) support via email and toll free phone from Career Step.

COMPUTER SYSTEM REQUIREMENTS:

Pentium-class PC
Windows 98/ME/XP/2000/NT/Vista Operating System
32 MB of RAM, minimum
Internet connection via Modem (min 56 KBPS) or DSL connection

- Monitor and Video card capable of SVGA (800x600) resolution
- Sound card and speakers (transcription headset suggested)
- Available serial or USB port (for foot pedal)
- Color Printer
- Latest version of Microsoft Internet Explorer (available via free download)
- Real Audio browser plug-in (available via free download)
- Internet Service through local provider

AOL Users - It is recommended that AOL Users use a standard version of Internet Explorer through the AOL ISP connection, rather than using the AOL browser.

MacIntosh Users - The Course may be taken online using a MacIntosh computer; however, the practice dictation can only be done via the use of Virtual PC software and a USB foot pedal OR through the use of cassette tapes, rather than electronically.

ENTRANCE REQUIREMENTS

The admission requirements to enroll and be accepted into the On-Line Medical Transcription Program are as follows:

- High School Diploma or Equivalent
- Typing Speed of at least 45 Words Per Minute
- Proven competency in Medical Terminology
- Payment or Financial Aid approval

Arrangements have been made to make an online typing test available to students applying for enrollment into the program at no cost to the student. Once you apply you will be provided the necessary information to complete the typing test.

TRAINING PROGRAM PRICING

GOLD ONLINE Medical Transcription Course Tuition

\$2,299

FINANCIAL AID

This training program is approved for student financial aid through West Virginia Higher Education Adult Part-Time Student (HEAPS) Grant Program – Workforce Development Component; and the Workforce Investment Act (WIA) through the Region 6 Workforce Investment Board.

The HEAPS Grant Program is designed to encourage and enable needy West Virginians, who desire to continue their education at the postsecondary level on a part-time basis, to pursue their educational goals. The object of the workforce development component of HEAPS is twofold: assisting recipients in upgrading their occupational skills and, by offering an incentive for additional education and training, to improve the work force of West Virginia.

A person is eligible for consideration for a grant through the workforce development component of HEAPS if the person:

- Demonstrates financial need for the funds. The applicant must complete an Application for HEAPS Workforce Development Component, which is a combination application and abbreviated need analysis form.
- Is a West Virginia resident and may not be considered a resident of any other state. State resident means a person who has lived in West Virginia continuously for a minimum of twelve months immediately preceding the date of application for HEAPS grant.
- Is a United States citizen or permanent resident thereof.
- Is not incarcerated in a correctional facility.
- Is not in default on a higher education loan.
- Is in compliance with Military Selective Service Act.
- Is making satisfactory progress at the time of application.
 - Satisfactory progress for a first time award means being accepted for enrollment by the institution the applicant plans to attend. Thereafter, satisfactory progress means continuous advancement toward completion of the program on the normal schedule established for that program.

If you believe you may be eligible for HEAPS funding you should complete the HEAPS application prior to your planned enrollment and forward to the Pierpont Center for Workforce Education. You can obtain a HEAPS application by visiting our web site at <http://www.pierpont.edu/ce/cwefinancialaid.asp> and clicking on the link identified as HEAPS Application. Print the application and send the completed, signed application to:

Pierpont Community and Technical College
Center for Workforce Education
320 Adams Street, Suite G01
Fairmont, WV 26554

Through the **Workforce Investment Act**, qualified individuals are eligible for funds to assist them with education and training costs. The WORKFORCE West Virginia system will issue individual training account (ITA) vouchers to eligible persons. These vouchers will cover tuition, books and supplies needed for a program of two years or less in duration. A degree or certificate must be obtained upon completion - not to exceed Bachelor's level. The Region 6 Workforce Investment Board has placed caps on ITA awards. Each Regional Workforce Investment Board award policies will vary.

To determine if you are eligible for an ITA for the medical transcription program through the Workforce Investment Act contact your local WORKFORCE West Virginia Regional Center. In Region 6 there are four contact locations. They are:

Fairmont One-Stop
320 Adams St.
Fairmont, WV 26554
Phone: 363-0654

Clarksburg One-Stop
321 West Main St., 4th Floor
Clarksburg, WV 26032
Phone: 627-2125

Morgantown One-Stop
304 Scott Ave
Morgantown, WV 26508
Phone: 285-3120

Elkins One-Stop
One Pleasant Ave., Suite 2
Elkins, WV 26241
Phone: 637-0255

REFUND POLICY

The Training Program is non-refundable after the student has been enrolled in the program for a period of 10 days. This 10 day period begins from the date you are issued your User ID and Password to access the program. During the 10 day period, the program is 100% refundable, less a \$35.00 administrative fee and any shipping and handling expenses incurred. All shipped materials must be returned in good condition for full credit.

ARE YOU READY TO BE AN ON-LINE LEARNER?

Information to assess your readiness to be an on-line learner is available on Pierpont's web site. Taking an online class requires, among other things, that students be independent learners capable of meeting established deadlines. To learn more about the characteristics of successful online learners, go to the following link:

http://www.pierpont.edu/academics/distancelearning/successful_student.asp

REGISTRATION

A printable version of an application to register for the On-Line Medical Transcription Program is available on the following web page:

<http://www.pierpont.edu/CE/OnlineMedicalTranscription.asp>

ENROLLMENT PERIODS

Students will be accepted into the On-Line Medical Transcription Program that starts on the first Monday of the following months:

- **March**
- **June**
- **September**
- **December**

Students must attend a mandatory orientation session or meet individually with the instructor in the month prior to registration for the program. Contact the office listed below for orientation session dates and times.

If you have a target date in mind to begin the program and need to secure financial aid, please plan to allow enough lead time for financial aid processing.

ADDITIONAL INFORMATION

For additional Information, contact Pierpont Community & Technical College's Center for Workforce Education at (304) 367-4920 or email: ceinfo@pierpont.edu.