



MEDICAL TRANSCRIPTION

Occupational Outlook Information

What Medical Transcriptionists Do

Medical Transcriptionists, sometimes referred to as healthcare documentation specialists, listen to voice recordings that physicians and other healthcare workers make and convert them into written reports. They may also review and edit medical documents created using speech recognition technology.

Education

Medical Transcriptionists typically have a high school diploma or equivalent and need a postsecondary training program and certificate.

Pay

\$34,000 annually – May 2015. Entry-level wages are often lower than the median.

Skills

Knowledge of word processing, managing files and records, stenography and transcription, and office procedures are required skills. Working knowledge of the English Language – including the meaning and spelling of words and the rules of composition, and grammar. Computer skills are essential. Students should be dependable and able to work independently.

Work Environment

Most Medical Transcriptionists work for hospitals, physicians' offices, and third-party transcription service companies. Others are self-employed. A career in medical transcription offers a number of benefits, including the opportunity to work at home, flexible work schedules and productivity-based income.

Job Outlook

The growing volume of healthcare services is expected to continue to increase the demand for transcription services.

Source: Onetonline.com and Bureau of Labor Statistics.

CareerStep is committed to providing the best online education experience by incorporating interactive learning tools. Students have access to resources such as resume reviews, interview tips and tutorials, and new job opening notifications.

Visit <http://careerstep.com/ap/sunylster>, or call 877-225-7151. Payment plans are available.



MEDICAL TRANSCRIPTION EDITOR

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. This formal medical transcriptionist training will teach you the medical terminology, anatomy and physiology, healthcare documentation practices, and listening skills you need to create high quality work and start a successful career as a medical transcriptionist.

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ONLINE

\$2,995

