



## **Medical Transcription Certification Online – M107 380 hours**

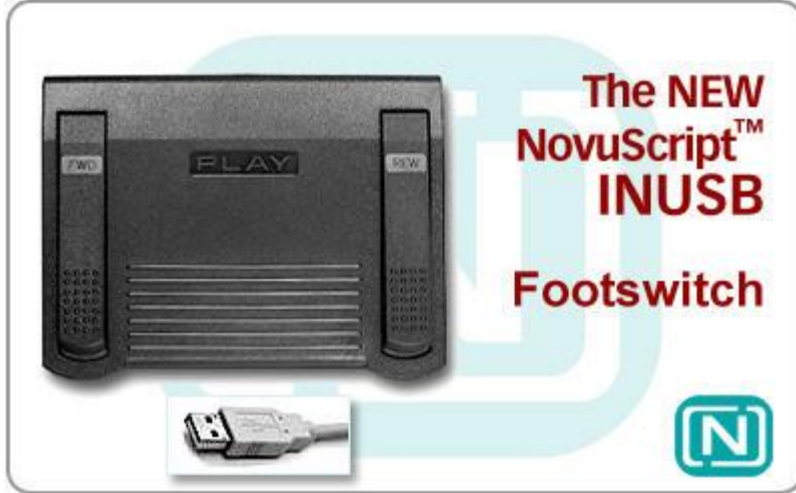
### **Demand of Medical Transcriptionist Growing Fast!**

“Employment of Medical Transcriptionists is projected to grow faster than average for all occupations through 2014. Transcription services will be spurred by a growing and aging demand for medical population because older age groups receive proportionately greater numbers of medical tests, treatments, and procedures that require documentation. A high level of demand for transcription services also will be sustained by the continued need for electronic documentation that can easily be shared among providers, third-party payers, regulators, consumers, and health information systems. Growing numbers of medical transcriptionists will be needed to amend patients’ records, edit documents from speech recognition systems, and identify discrepancies in medical reports.” –US Department of Labor

This comprehensive and highly interactive transcription program is in full color, enhancing the anatomical illustrations presented and making learning fun and easy. The book and practice software create a simulation approach, giving learners a working knowledge of the medical reports most commonly used in hospital and ambulatory care settings. Learners transcribe a variety of reports from inpatient case studies taken from actual medical reports. Organized by body system, reports transcribed include history and physical examination, operative, pathology, radiology, and discharge summary.

The course offers the most effective way to become a medical transcriptionist.

- Fast track high tech medical terminology training
- Complete online training for transcription training
- Hands-on interactive exercises from patient charts
- Dictation practicum with actual physician dictation (no actors)
- CertBlaster for AAMT Certification preparation software (either CMT or RMT)
- NovuScript™ INUSB Footswitch



**SB Footswitch** for use with popular transcription software programs, such as **Express Scribe**, **Crescendo** and **Winscribe**. Sturdy construction provides years of dependable service.

**The Medical Transcription Course includes The Medical Terminology class, the Medical Transcription class and over 200 dictations, plus a Surgical Compendium, the required hardware and software, everything you need to become fully trained and ready to work.**

Start preparing for the American Association for Medical Transcription (AAMT) Registered Medical Transcriptionist (RMT) and Certified Medical Transcriptionist (CMT) exam.

### What is the AAMT?

The American Association for Medical Transcription (AAMT) was established in 1978 as part of an effort to achieve recognition for the medical transcription profession. In the beginning, the association focused on educating medical professionals about what medical transcriptionists do and how their work affects the quality of health care. When the U.S. Department of Labor granted medical transcriptionists their own job classification in 1999, it was an important milestone to getting the work recognized as much more than clerical. The public as well as legislative and regulatory agencies need to understand the role MTs play in patient safety and risk management. When a knowledgeable MT works in partnership with healthcare providers to provide careful documentation, it is easier to identify medical inconsistencies and correct them.

### What is the difference between the CMT and RMT?

**Certified Medical Transcriptionist (CMT):** AAMT offers a voluntary certification exam to individuals who wish to become Certified Medical Transcriptionists (CMTs). Individuals interested in this exam should have 2 years of acute care (or equivalent) transcription experience. This exam is considered a level 2 exam.

**Registered Medical Transcriptionist (RMT):** AAMT offers a voluntary credentialing exam to individuals who wish to become Registered Medical Transcriptionists (RMTs). This exam is applicable for recent graduates of medical transcription education programs, or MTs with fewer than two years' experience in acute care. This exam is considered a level 1 exam. Individuals interested in this exam may not hold a CMT credential.



Professional Level 1 RMT	Professional Level 2 CMT
<b>Position Summary</b>	
<p>Medical language specialist who transcribes dictation by physicians and other healthcare providers in order to document patient care. The incumbent will likely need assistance to interpret dictation that is unclear or inconsistent, or make use of professional reference materials.</p>	<p>Medical language specialist who transcribes and interprets dictation by physicians and other healthcare providers in order to document patient care. The position is also routinely involved in research of questions and in the education of others involved with patient care documentation.</p>
<b>Nature of Work</b>	
<p>An incumbent in this position is given assignments that are matched to his or her developing skill level, with the intention of increasing the depth and/or breadth of exposure. OR The nature of the work performed (type of report or correspondence, medical specialty, originator) is repetitive or patterned, not requiring extensive depth and/or breadth of experience.</p>	<p>An incumbent in this position is given assignments that require a seasoned depth of knowledge in a medical specialty (or specialties). OR The incumbent is regularly given assignments that vary in report or correspondence type, originator, and specialty. Incumbents at this level are able to resolve non-routine problems independently, or to assist in resolving complex or highly unusual problems.</p>
<b>Knowledge, Skills &amp; Abilities</b>	
<ol style="list-style-type: none"> <li>1. Basic knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values. Knowledge of specialty (or specialties) as appropriate.</li> <li>2. Knowledge of medical transcription guidelines and practices.</li> <li>3. Proven skills in English usage, grammar, punctuation, style, and editing.</li> <li>4. Ability to use designated professional reference materials.</li> <li>5. Ability to operate word processing equipment, dictation and transcription equipment, and other equipment as specified.</li> <li>6. Ability to work under pressure with time constraints.</li> <li>7. Ability to concentrate.</li> <li>8. Excellent listening skills.</li> <li>9. Excellent eye, hand, and auditory coordination.</li> <li>10. Ability to understand and apply relevant legal concepts (e.g., confidentiality).</li> </ol>	<ol style="list-style-type: none"> <li>1. Seasoned knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values. In-depth or broad knowledge of a specialty (or specialties) as appropriate.</li> <li>2. Knowledge of medical transcription guidelines and practices.</li> <li>3. Excellent skills in English usage, grammar, punctuation, and style.</li> <li>4. Ability to use an extensive array of professional reference materials.</li> <li>5. Ability to operate word processing equipment, dictation and transcription equipment, and other equipment as specified, and to troubleshoot as necessary.</li> <li>6. Ability to work independently with minimal or no supervision...</li> <li>7. Ability to work under pressure with time constraints.</li> <li>8. Ability to concentrate.</li> <li>9. Excellent listening skills.</li> <li>10. Excellent eye, hand, and auditory coordination.</li> <li>11. Proven business skills (scheduling work, purchasing, client relations, and billing).</li> <li>12. Ability to understand and apply relevant legal concepts (e.g., confidentiality).</li> <li>13. Certified medical transcriptionist (CMT) status preferred.</li> </ol>



## How does the Student apply to take the CMT / RMT test?

To obtain the test registration form online, the student should go to:

CMT - <http://www.aamt.org/scriptcontent/examapp.cfm>

RMT - <http://www.aamt.org/scriptcontent/RMTEExamApp.cfm>

## **Course Content**

### **I. Introduction & Orientation**

- Typing rules
- The Rules on Style and Format
- Spellcheckers
- Report Types
- Anticipated Goals
- Questions and Answers
- Medical Records and Confidentiality
- Electronic Files

### **II. Outpatient Reports**

- Understanding History – Physicals
- Understanding Chart Notes
- Understanding X-Rays and Pathology Reports (Standard, MRI, CT, CT-Guided, Ultrasound)
- Correspondence

### **III. Inpatient Reports Introduction**

- Understanding Hospital History - Physical
- Understanding the Hospital Operative Report
- Understanding Discharge Summaries
- Understanding Autopsy Reports
- Understanding Consultations
- Challenging Dictation

### **Practical Dictation Set**

- Necessary Equipment
- Installing your Pedal and Software

### **Introduction & Orientation Dictation Challenges**

- Artifactual noise
- Speed variations
- Dictator problems and peculiarities
- Doctor errors in dictation
- Grammar related problems
- Dictator quirks

### **Section I. General Surgery**

- Breast Surgery
- Digestive and Intra-Abdominal Surgery



- Bowel, Colon, Rectum and Anus
- Biliary Tract

### **Section II. Surgical Specialties**

- Endocrine Systems
- Herniae
- The Nails
- Incision and Drainage (I&D)
- Gynecology
- Neurosurgery
- Obstetrics
- Ophthalmology
- Orthopedic Surgery
- Otolaryngology
- Reconstructive Surgery
- Thoracic Surgery
- Urology
- Cardiac and Vascular Surgery and List of Common Surgical Terms

### **Section III. Dictation Intermediate**

- Session 1 Dictation Exercises (26 reports)
- Session 2 Dictation Exercises (23 reports)
- Session 3 Dictation Exercises (17 reports)
- Session 4 Dictation Exercises (18 reports)
- Session 5 Dictation Exercises (16 reports)
- Session 6 Dictation Exercises (23 reports)

### **Section IV. Advanced Dictation**

- Session 1 Dictation Exercises (64 reports)

### **Recommended System Requirements**

- Intel Pentium 600 MHz or greater
- VideoCard Resolution of 800x600
- Minimum of 128 MB RAM recommended
- Connection speed of 56 kbps or faster (DSL or higher recommended)
- Windows 98; NT; 2000; XP or 2003; Vista
- Browser versions: IE 4.01 including SP2 or higher – Netscape Communicator 4.7 or higher
- Macromedia Flash Player 7.0 or higher
- Screen resolution set at 800x600
- Cookies must be allowed
- Temporarily disable pop-up blockers
- Allow active content to run on your computer while running the class
- Valid email address