

# Medical Transcription Editor

## Medical Transcription Editor

Qualified Federal Financial Aid Program

Learn to transcribe dictation done by physicians and other health care professionals as it applies to patient's diagnosis, treatment, and prognosis. Skills learned in this program are excellent as a home-based business.

Course	Title	Credits
<b>Level I</b>		
BTE 100	Computer Keyboarding	1
CIS 118	Intro PC Applications	3
ENG 113	Business English	3
<b>Level II</b>		
BTE 166	Business Editing Skills	3
CIS 130	Intro to the Internet	1
COM 101	Employment Strategies	1
<b>Level III</b>		
BIO 106	Basic Anatomy and Physiology	4
HPR 178	Medical Terminology	4
<b>Level IV</b>		
HPR 208	Advanced Medical Terminology	2
MOT 145	Transcribe Medical Specialties	4
<b>Level V</b>		
MOT 132	Medical Transcription I	4
MOT 142	Medical Transcription II	4
<b>Level VI</b>		
MOT 275	Medical Transcription	3
MOT 288	Practicum	4
MOT 180	Internship	2
<b>Total Program Credits</b>		<b>43</b>

**Estimated Program Cost \$5,061.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time 17 months**

### Medical Transcription Editor Skills

BIO 106	Basic Anatomy and Physiology	4
HPR 178	Medical Terminology	4
HPR 208	Advanced Medical Terminology	2
MOT 132	Medical Transcription I	4
MOT 142	Medical Transcription II	4
MOT 145	Transcribe Medical Specialties	4
MOT 275	Medical Transcription	3
MOT 288	Practicum	4
<b>Total Program Credits</b>		<b>29</b>

**Estimated Program Cost \$3,843.00**

Additional material and book fees may apply. Please see advisor for exact costs.

**Estimated Completion Time 12 months**



- Work in one of the fastest growing home-based businesses in the country
- Work from home and set your own hours, either part-time or full-time
- Live anywhere in the country and work for a national employer
- Enjoy outstanding financial and personal benefits
- Use your typing and medical skills to your advantage
- This program can be completed in the classroom, online, or a combination of the two



• Opportunities For All Who Wish To Learn •

## Register Today!

By Telephone  
In Person

720-423-4702

2nd Floor Registration Desk  
1250 Welton St., Denver

Online

EmilyGriffith.edu

# Medical Transcription Editor Job Information

## **PROGRAM DESCRIPTION**

This is an online program, all classes listed must be taken in this program, no exceptions. Students must sign up for BIO 106 and HPR 178 at the same time, HPR 208 and MOT 145 at the same time, and MOT 132 and MOT 142 at the same time. Learn to transcribe dictation done by physicians and other health care professionals as it applies to patient diagnosis, treatment, and prognosis. Skills learned in this program are excellent as a home-based business.

Online Medical Transcription program can be completed in the classroom, online, or a combination of the two.

## **RELATED JOB TITLES**

Medical transcriptionist  
Medical records keyboardist  
Medical records transcription manager  
Medical secretary  
Unit secretary

## **ESTIMATED SALARIES**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Medical Transcriptionist</i>		
Entry Level	\$13.00	\$27,050
Experienced	\$20.37	\$42,370

## **POTENTIAL EMPLOYERS**

Ambulance services  
Company medical centers  
Doctor's offices  
Dentist's offices  
Employment contractors-Temporary help  
Insurance companies  
Metro area hospitals  
Medical clinics  
Nursing homes  
Rehab centers  
Self-employed entrepreneur  
Transcription services

## **ADVISING**

Contact advisor Jean Butler at [Jean\\_Butler@dpsk12.org](mailto:Jean_Butler@dpsk12.org) or call 720-423-4712 for an appointment.

## **FINANCIAL AID**

Available through the Financial Aid Office.  
Call 720-423-4744 for information regarding the types of aid available for this course/program.

## **START COLLEGE HERE**

Transfer up to 42 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate's of Applied Sciences Degree.

## **Americans with Disabilities Act and EGTC Compliance**

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at EGTC. The college is committed to providing an environment where students have the opportunity to attain their educational goals. EGTC provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to Eileen Ashford, Special Needs Advisor, 720-423-4742 or email at [Eileen\\_Ashford@dpsk12.org](mailto:Eileen_Ashford@dpsk12.org).

To learn more about how to request an accommodation and our special services, please refer to our 2011-2012 catalog, Advising and Counseling on page 8 or go to our website, [www.emilygriffith.edu](http://www.emilygriffith.edu).