

# Medical Transcription

## Medical Transcription/Online Medical Transcription 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
BIO 106	Basic Anatomy and Physiology	4
BTE 100	Computer Keyboarding	1
BTE 111	Keyboarding Speed Building I	2
BTE 166	Business Editing Skills	3
BUS 110	Working for Yourself	2
CIS 118	Intro PC Applications	3
CNG 105	Internet Technologies	3
COM 101	Employment Strategies	1
ENG 113	Business English	3
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 280	Internship	2
<b>Total Program Credits</b>		<b>42</b>

**Estimated Program Cost** \$4,628.00  
**Estimated Materials Cost** \$424.00  
**Estimated Completion Time** 17 months

## Medical Transcription Skills/ Online Medical Transcription 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
<b>Total Program Credits</b>		<b>22</b>

**Estimated Program Cost** \$2,978.00  
**Estimated Materials Cost** \$300.00  
**Estimated Completion Time** 12 months



- Work in one of the fastest growing home-based businesses in the country
- 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



1250 Welton Street • Denver, CO 80204  
[www.emilygriffith.edu](http://www.emilygriffith.edu)  
 720-423-4700

## Register Today!

By Telephone 720-423-4702  
 In Person 2nd Floor Registration Desk  
 1250 Welton Street, Denver  
 Online [www.emilygriffith.edu](http://www.emilygriffith.edu)

# Medical Transcription Job Information

## **RELATED JOB TITLES**

Medical transcriptionist  
Medical records keyboardist  
Medical records transcription manager  
Medical transcriber  
Medical secretary

## **TRANSFERABLE JOB SKILLS**

Detailed knowledge of human anatomy & physiological processes  
Strong understanding of medical terminology  
Computer literate (basic computer skills)  
Excellent keyboarding skills  
Strong English grammar, spelling, and punctuation skills  
Knowledge of medical transcription practices  
Ability to work independently  
Personal requirements including alertness and the ability to concentrate on details  
Normal or corrected hearing

## **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

## **JOBS ONLINE**

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>  
Select "job links" for a listing of jobs available

## **REGISTRATION**

See Jean Butler, Advisor, at the 2nd floor registration area or call 720-423-4717 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.