

# MEDICAL TRANSCRIPTION UPDATE

Train at Home

Work at Home

Spend Time with your Family

## Need for Medical Transcriptionists Soars

Medical transcriptionists have been working at home for more than 50 years. Unfortunately, the pool of qualified, trained medical transcription professionals is declining, and at an alarming rate.

Most people are unaware that medical transcription even exists, and as a result the number of professionals entering the field cannot begin to keep up with the surge in demand.

There are many factors which contribute to this increase in job availability. Even though transcription has been done remotely in the past, in recent years improvements in telecommunications and digital technology, the internet, as well as a greater availability of PCs (due to lower prices and better features) have made accomplishing at-home work even easier.

Additionally, many report types which demand fast turnaround, such as history & physical reports, emergency room records, and STAT transfer summaries can now be dictated, transcribed, edited, and returned to a medical facility literally in minutes. Additionally, electronic transfer mediums avail-

able to satellite medical offices, such as clinics and physical therapy facilities has resulted in many charts being dictated and transcribed which were previously handwritten, substantially increasing work loads.

Medical transcriptionists perform a service for doctors, transcribing dictated reports into hard-copy documents. It is important for doctors to have detailed and accurate reports of every patient's visit, every medical procedure, x-ray, physical therapy exercise, all major operations, and analyses of every bone or tissue removed.

Most at-home MTs earn wages according to productivity. The more they type, the more they make. According to The 2004-05 Occupational Outlook Handbook

published by the United States Department of Labor, the number of medical transcriptionists needed in the United States is expected to grow by 30.3% during the period 2000 to 2012. This represents an increase of approximately 30,603 available jobs for medical transcriptionists. Salary.com shows that 25% of MTs make under \$28,397 annually, 50% earn between \$28,397 and \$33,484 annually, and 25% earn more than \$33,484 per year.

**“Demand for medical transcriptionists is expected to increase due to rapid growth in health care industries spurred by a growing and aging population.”**

-- Occupational Outlook Handbook



Work at Home

Career Step, a school based in Springville, Utah, offers a comprehensive medical transcription training program which can be completed at home, either independent study or online! This innovative program has been featured on the Wall Street News Hour, as well as many journals and magazines, including *HOME Business Journal*, *Opportunity World*, *Home Business Connection*, and *Inc. Magazine*.

A unique, focused curriculum that was designed by MTs, editors, and service owners/managers, it teaches the basic skills the career requires—typing, grammar, anatomy and physiology terminology, pharmacology, medical word-building, abbreviations, Latin plurals, medical specialties. It includes hours of practice using real dictation. It prepares students, within a few months, for gainful employment.

### Spend Time with your Family



Working at home means BEING at home. You can be there for all the important events in your children's lives! When you work at home and set your own schedule you can plan in that quality time that you otherwise wouldn't have. When your work is done you can take your kids to the park, to sporting events, to visit family, to do nothing! With the flexibility of working at home every day can be different. You won't have to worry about expensive daycare, long commutes to the office, or spending money on a fancy wardrobe. You get to spend your time and money on the thing that really counts. . .

y o u r F A M I L Y !

ENJOY THE FREEDOM OF  
WORKING FROM HOME

- \* Set your own hours
- \* Have job flexibility
- \* Do interesting work
- \* Spend more time with your family
- \* Avoid long commutes
- \* Eliminate day care

# QUALITY MEDICAL TRANSCRIPTION TRAINING CAREER STEP

*Train in the comfort of your own home, at your own pace, in as few as six months!*

Quality training will be the key to your success as a medical transcriptionist. Unlike other programs, Career Step does not use a random compilation of unrelated textbooks and materials in its training. It is a unique training package consisting of a custom-designed curriculum that utilizes a “programmed learning” approach to the major skill areas of medical transcription. It was created exclusively by working MT professionals to enable students to establish recognized competence in this field. Every concept builds upon the next, making learning easier and fun!

This excellent training programs includes:

## **\*Course Introduction & Syllabus**

Learn about medical transcription, Career Step, and receive step-by-step instructions for your training--start to finish.

## **Keyboard Kinetics**

Techniques for building speed and efficiency on the keyboard. The faster you are--the more money you make!

## **Grammar and Style Essentials**

Hundreds of workbook exercises on commas, periods, subject/verb agreement, hyphens, and more, specific to medical transcription.

## **Medical Word Building**

Learn Latin and Greek prefixes, suffixes, and root words to help you build thousands of medical terms.

## **\*Human Anatomy, Physiology & Disease Processes**

Contains detailed pictures and descriptions of the human body, its function, and pathologies, with an emphasis on spelling and context awareness.

## **\*Abbreviations, How to Look Up Words, Medical Plurals, Word**

## **Differentiation & Formatting**

These are all the “tricks of the trade” that make medical transcription so difficult. Get ahead in this field before you even get your first job!

## **\*Perfect the Text**

Transcriptionists have to be editors! Learn to proofread and edit your work through hundreds of exercises and tips.

## **\*Medical Flash Cards**

Make learning easier by using specially-designed spelling flash cards.

## **\*Test Packet and Answer Key**

Test yourself every “Step” of the way to make sure you’re learning everything you need.

## **\*Making Your Career Step**

Information on where to find work, setting up a home office, equipment, pricing, and more!

## **\*Focus on Medical Specialties**

Study hundreds of medical reports by specialty. This workbook contains exercises and is an excellent reference tool once you begin working.

## **Pronunciation Tapes and Book**

Over 5,500 medical terms and medications pronounced for you to help train your ear.

## **Transcribe hundreds of physician-dictated medical records:**

### **\*Beginning: Clinic Notes Transcription Module**

280 physician-dictated clinic notes across all major specialties.

### **\*Intermediate Transcription Module**

Hundreds of acute-care, physician-dictated reports across all major specialties. This module is “intermediate” because it does not have the most difficult dictators.

### **Advanced Transcription Module**

Hundreds of hospital, physician-dictated reports across all major specialties. Includes foreign-speaking doctors, background noise, and otherwise “hard” dictation.

### **\*Midterm, Final Examination, and certification.**

Career Step will assess your skills before you enter the work place, and provide you will valuable feedback to help you get your first job!

## **\*Designates all materials which have been updated or are brand-new for the 5th Edition!**

The Career Step curriculum also includes \$135 worth of reference books, a subscription to “Stepping Up” Newsletter, and numerous graduate products and services, including assistance with employment. Please contact Career Step or refer to our website for details.



## Train at Home

