

# Medical Transcriptionist

medtranscription.bartonccc.edu

What drives you?  
**BARTON**  
COMMUNITY COLLEGE

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## What They Do:

- Listen to dictation recordings provided by a variety of healthcare professionals, and then transcribe according to the appropriate format of the document.
- Transcribe such documents as medical reports (discharge summaries, history and physical examination reports, operative reports, progress notes, etc.), letters, memos, meeting agendas and minutes, etc.
- Spot mistakes or inconsistencies in a medical report and verify information.
- Utilize standard medical reference materials, both printed and electronic.

## Why Barton's Medical Transcriptionist Certificate?

- Certificate (33 credit hours).
- Graduates are eligible to take national certification examinations.
- Flexibility, can be taken 100% online.

## Occupational Outlook and Earnings:

The role of the transcriptionist is evolving to that of amending patients' records, editing documents from speech recognition systems and identifying discrepancies in medical reports.

- Employment of medical transcriptionists is projected to grow 11 percent from 2008 to 2016.
- Job opportunities should be good, especially for those who are certified.
- Medical transcriptionists had median hourly earnings of \$15.41 in May 2008.
- About 36 percent work in hospitals, 23 percent in physicians' offices. To work from home, most employers require experience.

Source: Occupational Outlook Handbook, 2010-2011 Edition



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