Dear Prospective Student:

We are pleased to send you information regarding our Medical Transcription Program. The health care industry is a dynamic, growing field and offers many career opportunities for trained transcriptionists.

Enclosed is information about the Medical Transcription Program. We look forward to seeing you in our program. If you have any further questions, please call the Medical Transcription Program office at (816) 604-4245 or Jennifer.scott@mcckc.edu

Sincerely,

Jennifer Scott, RHIA
Program Coordinator
Medical Transcription Program

JS/tmc
WHAT IS A MEDICAL TRANSCRIPTIONIST?

Medical transcriptionists spend the majority of their time typing transcripts for medical records. These reports are for patient history files, so accuracy and swift completion are essential. Since the transcripts are usually typed from a digital device, familiarity with medical terminology and accurate spelling is vital.

WHAT SKILLS ARE REQUIRED TO BE A SUCCESSFUL MEDICAL TRANSCRIPTIONIST?

Medical transcriptionists must be able to type continuously (70-80 words per minute) for extended periods of time with a high degree of accuracy. They must have the ability to comprehend scientific terminology. Accurate spelling, typing and the ability to handle confidential medical information with discretion are required.

Medical transcription is both an exacting science and an artistic accomplishment. It is important to have a combination of skills, including the formatting of medical documents, spelling, terminology and typing as mentioned above, knowledge of disease processes and drugs. The successful medical transcriptionist has accuracy and speed; a broad knowledge of anatomy; and, a thorough knowledge of surgical, drug and laboratory terms; as well as knowing how to use all the standard reference materials, including the medical dictionary, word books, abbreviation reference books, specialty reference books, a standard English dictionary and drug reference books.

WHAT ARE EMPLOYMENT TRENDS AND OPPORTUNITIES FOR THE MEDICAL TRANSCRIPTIONIST?

When you have completed your course of study, you will be prepared to seek employment in a variety of medical settings or become a self-employed transcriptionist (independent contractor) or telecommunicator. The private physician's office, the hospital and transcription agencies are exciting and interesting work environments, and the duties and responsibilities of an employee in these settings offer a real challenge for the career medical transcriptionist. Public health clinics, school health facilities, private insurance agencies, specialized computer and transcription agencies, large legal firms, military departments and governmental agencies also offer challenging opportunities for professional transcriptionists. Medical research is conducted in many settings; as a medical transcriptionist you may have the opportunity to participate in this forum.
Students are admitted to the program during the spring semester and begin classes in the summer semester. Enrollees must take all classes in each semester before progressing to the next semester. Students who have completed ENGL 101 and CSIS 115 may be admitted to the program during the summer to begin classes in the fall.

CLASSES ARE HELD EVENINGS AND WEEKENDS. THERE WILL BE AN 8 WEEK INTERNSHIP DURING THE LAST SEMESTER IN THE PROGRAM.

PREREQUISITES:

1. Typing skills of 45 wpm (no errors). If applicant cannot meet this requirement, suggest CSOF 80 Keyboarding.

2. English usage and spelling competency equivalent to high school graduate (COMPASS test).

3. Listening skills: normal level of audiometric acuity and ability to listen with comprehension at high school graduate level.

4. Minimum GPA of 2.5 for previous college coursework or GED score of 245.

NOTE: ENGL 101 Composition and Reading I and CSIS 115 need to be completed before the start of the fall semester – you may enroll in these any time prior to the fall semester when you begin taking MTRN courses.

ADMISSION PROCEDURES:

1. Submitting an application for admission to Metropolitan Community College.

2. Send transcripts from each college previously attended to the MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111.

3. Complete a typing test. You are responsible for scheduling a typing test before May 15th. Call the Testing Center at (816) 604-4433 to schedule.

4. Completing college placement testing (COMPASS test). Additional information can be found on the web at mcckc.edu.

5. Students having 12 hours of previous college that include “C” grades or better in English or Math may be exempted from the placement test.
6. Application deadline: **May 15th**

7. Acceptance into the program will be based upon GPA and timed typing test.

8. Applications will be processed after May 15. (Late applications will be accepted until the Program is full.

**Do not attempt to enroll in any MTRN/HITE course prior to acceptance into the program.**

**MCC - Penn Valley:**
Allied Health Advisors or Counselors at (816) 604-4079

**Placement Testing:**
(816) 604-4297

**Johnson County Community College:**
Lill Bajich, MS at (913) 469-8500, ext. 2435

**ADA STATEMENT:**
MCC - Penn Valley provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services for the application process or coursework, contact the Access Counselor at (816) 604-4152 or TDD at (816) 604-4383.
# MEDICAL TRANSCRIPTION CERTIFICATE PROGRAM

## Metropolitan Community College – PV/HSI

### Prerequisites

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>101</td>
<td>Composition &amp; Reading I</td>
<td>3</td>
</tr>
<tr>
<td>CSIS</td>
<td>115</td>
<td>Intro to Micro Application</td>
<td>3</td>
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<td><strong>Total</strong></td>
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#### First Semester (Fall)

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<tr>
<td>BIOL</td>
<td>108</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>5</td>
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<tr>
<td>HITE</td>
<td>103</td>
<td>Medical Terminology for Medical Records I</td>
<td>3</td>
</tr>
<tr>
<td>MTRN</td>
<td>101</td>
<td>Medical Transcription I</td>
<td>5</td>
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<td><strong>Total</strong></td>
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#### Second Semester (Spring)

<table>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTRN</td>
<td>112</td>
<td>*Medical Transcription II</td>
<td>5</td>
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<tr>
<td>MTRN</td>
<td>113</td>
<td>Medical Terminology for Medical Records II</td>
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<tr>
<td>BSAD</td>
<td>161</td>
<td>Professional Development &amp; Business Courses</td>
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<td><strong>OR</strong></td>
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<td>BSAD, CSOF or CSIS Elective</td>
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<td><strong>Total</strong></td>
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**PROGRAM TOTAL** 30

*INTERNERSHIP LAST 8 WEEKS OF COURSE
APPROXIMATE FEES AND EXPENSES 2009-2010

*Approximation of tuition
(subject to change):

<table>
<thead>
<tr>
<th>Total Credit Hours 30</th>
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<tbody>
<tr>
<td>In-District Tuition</td>
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<td>Out of District Tuition</td>
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<td>Out of State Tuition</td>
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Approximation of Program Expenses
(subject to change)

<table>
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<th>Books</th>
<th>$403.00</th>
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<tr>
<td>Liability Insurance</td>
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<td>Allied Health Fee</td>
<td>320.00</td>
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<tr>
<td>Lab Fees</td>
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FINANCIAL AID

Questions concerning scholarships or any other form of financial aid should be directed to the Financial Aid Office, Penn Valley Community College, (816) 604-4067. Scholarships and loans are also available from the American Health Information Management Association. For more information, call (312) 787-2672.

*Cost based on full curriculum, including non-MTRN courses.
**Based on total credit hours

Revised 4/10
Metropolitan Community College – PV/HSI
Medical Transcription Program
Application for Admission

Please Print

Name: _____________________________________         Student ID: ________________________
Last   First       Middle

Address: ______________________________________________________________________________________
City                      State                    Zip

Day Phone Number: ___________________ Evening Phone Number: ______________________
e-mail: ______________________________

Name and telephone number of person to be notified in case of emergency:
Name: _____________________________________ Phone Number: _________________________

"This college does not discriminate on the basis of race, color, national origin, sex age, or handicap in
admission or access to, or treatment of employment, its program and activities. If you have any questions
regarding compliance with Title VI, Title IX or Section 504, contact the Dean of Students, MCC-PV, 3201
Southwest Trafficway, Kansas City, Missouri 64111, (816) 759-4114. The answers to questions regarding
physical status are voluntary, will be kept confidential and will be used only in accordance with Section 504.
Failure to answer the questions will have no adverse consequences."

Do you have any disability or handicap that may require special services? □ Yes   □ No   If yes, please describe on
an attached sheet.

High School: ___________________________________________ Year of graduation: ____________
City           State

Are you currently attending high school? □ Yes   □ No   If yes, give anticipated graduation date: __________

Have you ever been enrolled at PVCC?   □ Yes   □ No   If yes, give years attended: _____   Hrs. earned: ______

Do you have a college degree? □ Yes   □ No   If yes, give names of all other colleges with dates of attendance below.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date of Attendance</th>
<th>Credit Hours Earned</th>
<th>Degree/Certificate</th>
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Have you had a copy of your high school transcripts sent directly to the Medical Transcription Program Director
(address on reverse side) □ Yes   □ No   If no, have this done as soon as possible.
Employment History: List previous positions, dates and places of employment beginning with the most current position.

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Dates</th>
<th>Position Held</th>
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Briefly state your reasons for wishing to enter the Medical Transcription Profession and what in your background do you feel would be helpful to you in this profession.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

How did you learn about the Medical Transcription Program?
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Have you investigated the type of work involved in this career by reading related information, visiting a Medical Record Department in a health facility such as a hospital, nursing home, health maintenance organization, etc.?
_____________________________________________________________________________________________
_____________________________________________________________________________________________

I certify that the information on this form is correct.

Signature: ___________________________ Date: ____________

Send transcripts, application, etc. to:

Medical Transcription Program
Metropolitan Community College – PV-HSI
3201 Southwest Trafficway
Kansas City, MO 64111
Phone: (816) 604-4245

For Office Use Only
□ Interviewed
□ Transcripts Received
□ ___________________
□ ___________________
□ ___________________
□ ___________________