

# MEDICAL TRANSCRIPTION

## *A Career In Healthcare Documentation*

### WHAT IS A MEDICAL TRANSCRIPTIONIST?

#### What does a medical transcriptionist do?

In the broadest sense, medical transcription is the act of translating from oral to written form (on paper or electronically) the record of a person's encounter with a healthcare professional.

Medical transcriptionists (MTs) are specialists in medical language and healthcare documentation.

Physicians and other providers employ state-of-the-art technology to dictate this information and then rely on medical transcriptionists to transform their spoken words into comprehensive records that accurately communicate clinical information.

#### Where does a medical transcriptionist work?

Many MTs work from their homes as independent contractors, subcontractors, or as home-based employees. Others work in doctors' offices, public and private hospitals, teaching hospitals, medical schools, medical transcription businesses, clinics, laboratories, pathology and radiology departments, insurance companies, medical libraries, government medical facilities, rehabilitation centers, legal offices, research centers, veterinary medical facilities—wherever dictation for the purpose of healthcare documentation requires transcription.

#### Are there sufficient job openings for medical transcriptionists?

The Medical Transcription Industry Association reports current job openings of 30,000, and a rapidly aging workforce is contributing to an already severe shortage of qualified workers. The Department of Labor predicts the profession will grow faster than average through the year 2016.

#### What other roles are available for medical transcriptionists?

Qualified medical transcriptionists who wish to expand their professional responsibilities may become quality assurance specialists, editors, supervisors. Experienced medical transcriptionists may become teachers, working in schools and colleges to educate future medical transcription professionals, work as managers, department heads, authors of textbooks, or owners of medical transcription businesses.

#### Where can I get more information about medical transcription?

Log on to [www.ahdonline.org](http://www.ahdonline.org) and click on "Become an MT"

#### Do you have what it takes to be a medical transcriptionist?

- √ Strong English grammar skills
- √ A compelling interest in the medical field
- √ Superior resource skills
- √ Strong computer and keyboarding skills
- √ Keen listening skills
- √ Strong hand-eye coordination
- √ The ability to sit for long periods of time
- √ Concentration skills
- √ Attention to detail
- √ A commitment to lifelong learning



# Getting Started in Medical Transcription

## Enroll in an AHDI-approved medical transcription training program



Because there are literally hundreds of schools to choose from, AHDI formed an approval committee to review and evaluate transcription programs and offer our "seal of approval" to those that meet a list of criteria deemed necessary to graduate students prepared for the workforce. The approval committee, a collaboration between AHDI and AHIMA, meets quarterly to review schools who have submitted their applications. You will want to visit [www.ahdionline.org/scriptcontent/mtapproved.cfm](http://www.ahdionline.org/scriptcontent/mtapproved.cfm) frequently to see which schools have been added.

The average approved training program lasts 9 to 18 months in length and costs approximately \$3000. For help in choosing a school that will best suit your needs, visit [www.ahdionline.org](http://www.ahdionline.org).

## Funding may be available

Many of the AHDI-approved programs accept federal financial aid, WIA funds, Career Advancement Accounts, or offer scholarships, payment plans, and discounts for military spouses.

## After graduation, earn your Registered Medical Transcriptionist (RMT) credential

This industry-recognized exam and credential serves as a benchmark for entry into practice. Employers are more likely to hire an RMT rather than a non-credentialed graduate. Furthermore, RMTs are eligible to participate in Registered Apprenticeship, a program recognized by the US Department of Labor. You can learn more about the RMT exam by visiting [www.ahdionline.org/scriptcontent/rhub.cfm](http://www.ahdionline.org/scriptcontent/rhub.cfm).

## Enter into Registered Apprenticeship

Graduates of AHDI-approved programs who earn the RMT credential may participate in the MTIA Registered Apprenticeship program, recognized by the US Department of Labor, which places apprentices directly with transcription companies for a 2-year commitment. Apprentices are paid hourly and receive additional on-the-job training. For more information about Registered Apprenticeship, visit [www.ahdionline.org/scriptcontent/apprentice.cfm](http://www.ahdionline.org/scriptcontent/apprentice.cfm)

Medical Transcription  
Industry Association



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Association for Healthcare  
Documentation Integrity

