



Choosing an MT Program

AHDI recommends that a medical transcription educational program...

- be taught by qualified instructors who are credentialed experts in their respective fields
- employ certified medical transcriptionists to teach medical transcription practice courses
- be based on *The Model Curriculum for Medical Transcription**, 3rd edition, published by AHDI, which recommends courses in the following:
 - English grammar and punctuation
 - medical language
 - anatomy and physiology
 - disease processes
 - pharmacology and laboratory medicine
 - transcription technology
 - medical transcription practice
 - healthcare records
 - privacy, ethics, and other medicolegal issues
- indicate the number of classroom hours students actually perform medical transcription
- indicate the number of minutes of actual physician dictation used for practice (The Model Curriculum recommends 30 dictated hours of actual physician dictation.)
- indicate length of externship or on-the-job experience available (The Model Curriculum recommends 10 dictated hours of authentic physician dictation, for a total of 40 dictated hours during the training program.)
- include relevant publications among its educational materials
- incorporate *The AHDI Book of Style for Medical Transcription*, 2nd edition
- provide names and addresses of current and/or former students who have given permission to be contacted as references
- have an advisory board that includes certified medical transcriptionists
- offer assistance with job placement

*The Model Curriculum for Medical Transcription, 3rd edition, was written in cooperation with medical transcription educators and managers. It includes competencies, objectives, and prerequisites for 14 different courses and is designed to assist teachers in developing their educational programs. It is available for download from AHDI.

Evaluate the Advertising

- Advertisements for medical transcription educational programs appear in many popular magazines, on television, and elsewhere.
- **If the advertising mentions the career of medical transcription**, it should accurately represent the profession as a medical language specialty requiring a substantial educational investment.
- **If the advertising describes medical transcription as a home-based business opportunity**, it should indicate the need for additional training and management to prepare for operating a business.
- **If the advertising suggests potential income**, a reference source for the amount should be cited.
- **The advertising for some educational programs** focuses solely on medical transcription as a work-at-home opportunity. While many transcription employers allow their transcriptionists to work from home, home-based opportunities for new program graduates may be limited. The desire to work at home should not be considered sufficient reason to enter this challenging profession. We encourage you to consider educational programs whose advertising emphasizes excellence in medical transcription, rather than simply focusing on the possibility of working at home.
- **If the advertising refers to “certification,”** the school should make clear that it is referring to a “certificate of course completion” and not the recognized professional designation of CMT (certified medical transcriptionist), which can be obtained only through successful completion of the certification examination administered by AHDI. (Only transcriptionists with at least 2 years of acute-care transcription experience are eligible to sit for the certification examination.)

Approved Schools

In 2005, the Approval Committee for Certificate Programs (ACCP), a joint committee established by AHDI and AHIMA (American Health Information Management Association), established an approval process for medical transcription education programs whose curriculum conforms to the AHDI Model Curriculum. Choosing an AHDI-approved school can provide you with the assurance of knowing that you are investing your time and resources into a program that meets the demands of both the association and the industry. The ACCP meets quarterly to evaluate schools. Please refer to the AHDI website frequently for updates.

As of 9/1/2009, the following medical transcription programs have been approved by the ACCP. We congratulate each of these schools for setting a standard of excellence in medical transcription education. Schools are listed in the order in which they were approved. No ranking of the listed schools is implied.

M-TEC, Inc. – www.mtecinc.com

Based in Ohio. Distance learning program with open enrollment.

Andrews School - www.andrewsschool.com

Based in Oklahoma. Distance learning program with open enrollment.

Career Step – www.careerstep.com

Based in Utah. Distance learning program with open enrollment.

Lakeshore Technical College – www.gotoltc.edu

Based in Wisconsin. Campus-based program with seasonal enrollment.

TRS Institute – www.trsinstitute.com

Based in North Carolina. Distance learning program with open enrollment.

Exact-Med/United Tribes Transcription Training – www.exactmed.com

Based in North Dakota. Distance learning program with open enrollment.

CanScribe – www.canscribe.com

Based in British Columbia, Canada. Distance learning program with open enrollment.

Everett Community College – www.everettcc.edu

Based in Washington state. Distance learning program with seasonal enrollment.

Central Texas College – www.ctcd.edu

Based in Texas. Both distance learning and campus-based programs with open enrollment.

Roane State Community College - www.roanestate.edu/mdt/

Based in Tennessee. Both distance learning and campus-based programs with seasonal enrollment.

Andrews & Holbrook Training Corporation – www.ahtraining.com

Based in New York. Both distance learning and classroom-based programs with seasonal enrollment.

Richland Community College - <http://www.richland.edu/dept/medtrans/>

Based in Illinois. Both distance learning and campus-based programs with open and seasonal enrollment.

Seminole Community College - <http://www.scc-fl.edu/medicaltran/>

Based in Florida. Both distance learning and campus-based programs with open and seasonal enrollment.

Minot State University – Bottineau – <http://www.misu-b.nodak.edu/>

Based in North Dakota. Distance learning program with seasonal enrollment.

TranzMed Limited - http://www.computertraining.co.nz/medical_transcription.htm

Based in New Zealand. Distance learning program with seasonal enrollment.

Med-Line School of Medical Transcription – <http://medlineschool.com>

Based in Texas. Distance learning program with open enrollment.

Sheridan Technical Center – www.sheridantechnical.com

Based in Florida. Distance learning program with seasonal enrollment.

Winter Park Technical College - www.wpt.ocps.net

Based in Florida. Both distance learning and campus-based programs with open enrollment.

Columbia State Community College - www.columbiastate.edu/

Based in Tennessee. Distance learning program with seasonal enrollment.

Metropolitan Community College – <http://www.mccneb.edu/>

Based in Nebraska. Both distance learning and campus-based programs with seasonal enrollment.