



## Frequently Asked Questions about the RMT and CMT Exams

For more complete information, read the **Candidate Guide** for the specific exam, available on the AHDI website at [www.ahdionline.org](http://www.ahdionline.org) under Professional Development > Credentials and Designations.

### What is the cost of the new exam?

CMT: \$195 for AHDI members, \$275 for nonmembers

RMT: \$120 for AHDI members, \$200 for nonmembers

### Where is the exam given?

The exam is given at Prometric testing centers, located in over 200 cities in the US and Canada. You may visit the Prometric website ([www.prometric.com](http://www.prometric.com)) to locate a test site.

### When can I take the exam?

The exam is given on an ongoing basis. Availability depends on the individual site where you wish to test.

### What are the requirements to take the exam?

CMT: Two years of transcription experience in acute care or equivalent.

RMT: Less than two years of transcription experience, limited scope of practice (single specialty MT), or graduate of an MT program.

### How do I apply?

Visit the AHDI website and click on Professional Development > Credentials and Designations > and either Registered Medical Transcriptionist or Certified Medical Transcriptionist. Click on the link to **Application for Exam**. You may submit your application online or mail or fax it to AHDI. After processing your information, we will send you an "Authorization to Test" letter with information on how to proceed. **Note: Please read the complete Candidate Guide for your exam, also found on our website, before submitting your application.**

**Is the exam still given in two parts?**

No, the RMT and CMT exams are done in one sitting. There are two sections with a 15-minute break in between. The first section tests your transcription-related knowledge in various subject areas (medical language, anatomy & physiology, disease processes, English language, the healthcare record and medicolegal issues). The second section tests your transcribing as well as proofreading and editing abilities in the above subject areas.

**Is the new CMT exam more difficult than the previous one?**

The new exam is designed to test the knowledge and skills of a Professional Level 2 medical transcriptionist as described in the MT Job Description found under Professional Resources on the AHDI website. In brief, the Professional Level 2 MT is a medical language specialist who transcribes and interprets dictation by physicians and other healthcare providers in order to document patient care. The position is also routinely involved in research of questions and in the education of others involved with patient care documentation. The incumbent in this position is given assignments that required a seasoned depth of knowledge in a medical specialty (or specialties) or regularly given assignments that vary in report or correspondence type, originator and specialty. Incumbents at this level are able to resolve non-routine problems independently or to assist in resolving complex or highly unusual problems.

**May I bring my own reference materials?**

No. Reference materials are not allowed in the testing center, and none will be provided. Electronic aids such as spellcheckers and abbreviation expanders will not be permitted. One of the consequences of using secure testing centers is the elimination of reference materials. However, the exam has been designed to test core knowledge, which should not require reference materials.

**Is it true that there will be no foot pedal?**

True. You will play the dictation using a mouse. This should not prove to be a problem because the dictation snippets are very short (one or two sentences).

**How long is the exam?**

The exams are 4-1/2 (RMT) and 5-1/2 (CMT) hours in length. However, you should plan to spend approximately 6 hours at the testing center. This allows time for check-in, a short tutorial, a 15-minute break between the two sections of the exam, and a short survey.

**When will I receive my score?**

The score will be available immediately upon completion of the exam. If the

exam is not passed, the candidate will receive a score report indicating areas where improvement is needed.

**What if I pass only part of the exam?**

You must pass the entire exam in order to become certified. If you do not pass the exam in its entirety, you will need to retake it.

**How soon may I retake the exam?**

If you do not pass the exam, there is a 6-month waiting period before you are eligible to take it again.

**Are new self-assessment materials available for the RMT and CMT exams?**

The old self-assessment products developed by AHDI are still useful as long as you transcribe the tapes using no aids whatsoever (no references, no spellcheckers, no macro expanders, etc.). Please check the Candidate Guide for suggested study materials. AHDI has also developed the *CMT Review Guide* and the *RMT Review Guide*, published by Stedmans. Online prep courses for both exams are available through Oak Horizons. Information about the prep courses is available on the AHDI website.

**How long are my credentials good for?**

CMT: Three years. To recertify you will need to obtain 30 continuing education credits in a variety of content areas. Please see the CEC Requirements Table at the AHDI website.

RMT: Three years. At the end of the 3-year period you can take the CMT exam or recertify under the RMT by taking a refresher course and passing a final exam.



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