



**MEDICAL
TRANSCRIPTION
EDUCATION PROGRAM
APPROVAL MANUAL**

Winter 2009

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EDUCATION APPROVAL MANUAL
ACCP Approved Winter 2009

What is Medical Transcription Program Approval?

The purpose of this manual is to present guidelines for medical transcription education programs wishing to seek ACCP Approval. The guidelines are designed to facilitate an effective and efficient process of decision-making with regard to the approval of a medical transcription program.

INTRODUCTION

The medical transcription program approval process was instituted by the Association for Healthcare Documentation Integrity (AHDI, formerly AAMT) to identify programs which demonstrate adherence to the AHDI *Model Curriculum for Medical Transcription*, maintain sound educational programming, produce competent entry-level medical transcriptionists, and provide assurance of consistency and quality outcomes for medical transcription education. Programs must comply with specific educational and institutional criteria as established by AHDI. There is no formal accreditation process for medical transcription programs. AHDI and the American Health Information Management Association (AHIMA) form the Approval Committee for Certificate Programs (ACCP), a joint committee that approves both medical transcription and medical coding programs.

Approval is a process of external peer review in which an agency grants public recognition to a program of study that meets established qualifications and educational standards. Approval of a specialized academic course of study is known as program approval. Participation in an approval process is voluntary since there is no legal requirement for specialized programs to participate. The approval procedure under the ACCP is an electronic- and paper-based peer-review process where programs submit written self-studies that are reviewed using published standards. There is no site visit or other formal on-site survey done by ACCP reviewers. *Standards for Medical Transcription Practice* are listed in the appendices of this manual. *Standards for Medical Coding* are available from AHIMA. The ACCP falls under the supervision of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). www.cahiim.org

MEDICAL TRANSCRIPTION PROGRAM OVERVIEW

A program may seek approval as a medical transcription program. In programs that offer the medical transcription program, the MT faculties have in-depth acute-care medical transcription skills. In medical transcription programs, students must transcribe a minimum of 40 dictated

hours (2400 dictated minutes) of authentic healthcare provider dictation. Students' exposure to voice files in order to fill blanks in reports is acknowledged to be a training method, but this activity does not qualify for any portion of the 2400 minutes. Use of *Medical Transcription Fundamentals & Practice* may qualify for a portion of the 2400 minutes, to be delineated by the applicant.

Approval of a medical transcription program is *not* required for its graduates to apply and sit for any AHDI transcription credentials, including the RMT and the CMT examinations. Note that there is no formal *accreditation* process for medical transcription programs.

Approval is valuable because it:

1. Complies with the requirement of the U.S. Department of Defense and U.S. Department of Labor that students must graduate from an ACCP-approved program to be eligible to participate in the Registered Apprenticeship Program.
2. Identifies specialized programs that meet established standards of educational quality.
3. Stimulates ongoing improvement of educational standards by involving faculty and staff in self-evaluation and planning.
4. Promotes a better understanding of the goals of professional medical transcription education.
5. Provides reasonable assurance that practitioners possess necessary job-readiness skills upon entering the profession.

What is the AHDI *Model Curriculum for Medical Transcription*?

The *Model Curriculum for Medical Transcription* was developed by AHDI to assist educational institutions in the development of medical transcription educational programs. A program's adherence to the *Model Curriculum* carries no explicit or implicit assurances of approval. However, programs that do not comply with *Model Curriculum* criteria will not be approved. The *Model Curriculum for Medical Transcription, Fourth Edition*, can be downloaded from the AHDI website.

What does a Medical Transcriptionist do?

Medical transcriptionists are critically important members of the healthcare team who interpret, translate, and edit medical dictation for content and clarity to produce permanent health record

documents. The MT hears, understands, and translates dictation employing medical language skills that are often equal to those of the physician or other allied health professional who is doing the dictation. The MT must understand basic anatomy, physiology, disease processes, laboratory medicine and pharmacology, radiology and diagnostic procedures. Also, the MT must employ knowledge of English grammar, punctuation, and editing on at least a college level. Medical transcription is a language skill, not a keyboarding skill. Up-to-date technology skills are a must, including fluency in Internet research, audio file usage, Internet security, and basic computer troubleshooting abilities. Above all, MTs must be analytic thinkers and problem solvers correlating a broad fund of knowledge with current best practices.

In summary, medical transcription skills include

- Knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, diagnostic procedures, and laboratory values.
- Knowledge of medical transcription guidelines and practices.
- Proven skills in English usage, grammar, spelling, punctuation, style, editing, and proofreading.
- Ability to search, understand, and correlate designated professional reference materials.
- Ability to operate word processing equipment, dictation and transcription equipment, and other equipment, as specified.
- Ability to work independently.
- Ability to work under pressure and meet deadlines.
- Ability to concentrate.
- Ability to think critically and problem solve.
- Knowledge sufficient to request assistance when unsure of dictation.
- Excellent listening skills.
- Ability to correctly transcribe difficult dictation.
- Ability to understand and apply relevant legal concepts (e.g., confidentiality).

An educational program in medical transcription will prepare students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding, and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct.

An Overview of AHDI

The Association for Healthcare Documentation Integrity (formerly AAMT) is the largest association for medical transcriptionists in the world. The overall mission of AHDI is to direct the evolution of medical transcription and to represent and advance the profession through the promotion of quality healthcare documentation. AHDI believes that quality and integrity of transcribed healthcare documentation is of vital importance. Our purpose is to set and uphold standards for education and practice in the field of medical transcription that ensure the highest

level of accuracy, privacy, and security of healthcare documentation for the healthcare system in order to protect public health, assure patient safety, and improve quality of care for healthcare consumers. This is accomplished by monitoring standards through the AHDI Educational Program Approval process, the AHDI *Code of Ethics*, certification, and quality assurance programs.

AHDI advocates on the behalf of medical transcriptionists to legislative and regulatory agencies, as well as standard-setting bodies, ensuring that issues of importance to medical transcriptionists and the industry are addressed. AHDI also provides professional development through awareness of medical transcription issues and concerns, through the improvement and application of problem-solving techniques, through leadership opportunities, and by fostering an attitude that promotes the profession of medical transcription.

An Overview of AHIMA, CAHIIM, and the ACCP

The American Health Information Management Association (AHIMA) is the national association of health information management professionals. The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) is the accreditation organization of AHIMA, offering specialized programmatic accreditation in health informatics and information management. Approval for medical transcription programs is granted by the Approval Committee for Certificate Programs (ACCP), under the general supervision of CAHIIM.

What is the Certified Medical Transcription (CMT) Credential?

Certified Medical Transcriptionist (CMT) is the professional designation awarded to individuals who have met certification requirements as specified by AHDI. This mastery level certification examination has been established to recognize individuals with specialized, advanced transcription competencies. Individuals interested in certification should gain substantial transcription experience before taking this examination. Recent graduates who have completed a transcription certificate program and have no other transcription experience are not eligible for the CMT examination. Instructors for medical transcription practice content area must be CMTs through AHDI or have a minimum of 2 years of acute care or multispecialty experience. (See pages 11, 12.) CMT and RMT are the only recognized professional certification designations for medical transcriptionists and may be used only if authorized through AHDI.

What is the Registered Medical Transcriptionist (RMT) Credential?

The Registered Medical Transcriptionist (RMT) credential is awarded upon successful completion of an exam that was developed to assure consumers and employers that successful candidates are qualified to practice medical transcription. It is based on the skills and knowledge described in the AHDI Model Job Description, level 1 MT, and the competencies outlined in the *AHDI Model Curriculum for Medical Transcription* which can be downloaded free from the AHDI website: <http://www.ahdionline.org>. All students who complete a medical transcription training program should consider sitting for the RMT exam. CMT and RMT are the only recognized professional certification designations for medical transcriptionists, and it may be used only if authorized through AHDI.

AHDI Book of Style for Medical Transcription

As the professional association for medical transcription, AHDI is the recognized leader in acknowledging and establishing medical transcription style, forms, and practices. The current edition of the *AHDI Book of Style for Medical Transcription* represents AHDI's most complete guidelines for a wide variety of such topics. These are widely accepted because the Association's reputation for quality and exactness has established it as the recognized authority in the industry. Use of the *AHDI Book of Style* is a requirement for programs seeking AHDI approval.

The *AHDI Book of Style for Medical Transcription, current edition*, may be obtained from:

Association for Healthcare Documentation Integrity (AHDI)
4230 Kiernan Avenue, Suite 130
Modesto, CA 95356
Phone: (800) 982-2182
<http://www.ahdionline.org>
ahdi@ahdionline.org

Approval Process and e-Submission

1. School submits a Gap Analysis and down payment via email. Mailed checks are acceptable. Please see “Approval Process Step #1- Gap Analysis” before for more information.
2. While reviewers are completing the Gap Analysis, review schools will be given secure access to Basecamp, our submission platform, to electronically submit all Self Study Application materials.

3. School submits Self Study Application and required program materials via Basecamp for formal review and potential recommendation to the ACCP for approval.

NON-REFUNDABLE PROGRAM APPROVAL FEES

Education Approval fees are as listed below. **All fees are nonrefundable.** There is no annual maintenance fee during the term of approval. Payment of approval fees must be in US dollars and paid in full with application. Make checks payable to AHDI. Please refer to the approval process step outline for details on submission methods and deadlines.

Gap Analysis fee: \$200 non-refundable deposit

Self Study Application: \$1,300 AHDI member, \$1,600 AHDI non-member

Program Renewal: \$1,500 AHDI member, \$1,800 AHDI non-member

APPROVAL PROCESS STEP #1- GAP ANALYSIS

The first step toward ACCP Approval is to electronically submit a Gap Analysis along with a \$200 deposit. The Gap Analysis will be reviewed by a team of peer reviewers, who will provide feedback as to whether or not the program meets the minimum requirements to proceed to the next step in the application process, including submission of the required accompanying materials and fees. The Gap Analysis review cycle is scheduled once a quarter, giving interested programs four opportunities a year to apply for this preliminary review. For a list of document submission deadlines for Gap Analysis submission please refer to the Gap Analysis submission dates posted on the AHDI website.

The Gap Analysis document must be completed electronically and submitted electronically. **Fax and paper submissions are NOT allowed.** Once the document has been completed electronically it can be emailed to Cassie Uber, Credentialing and Education Coordinator, at cuber@ahdionline.org.

Please note that this form AND the \$200 Gap Analysis payment **MUST BE RECEIVED** in the Modesto office by the deadline posted on the AHDI website. **If both Gap Analysis and payment have not been received by the deadline your document will not go before Reviewers.**

If you are paying the \$200 fee by credit card please enter credit card information on the first page of the Gap Analysis document. If you would prefer to submit your payment by check simply email the document along with indication of when the check will be submitted. Once again, if the check and Gap Analysis document are not both received by the deadline your document will not

go before Reviewers. If you would prefer to submit a check for the payment please make the check out to AHDI and mail to the Modesto office.

Electronic Gap Analysis Template: ([DOC](#))

Once a Gap Analysis and deposit are submitted, you will receive an email confirming its receipt and asking for program contact information. This information is required for creating a secure program approval profile in Basecamp, our e-submission platform. **During the Gap Analysis phase, you will have access to your Basecamp profile to begin electronically uploading the program materials for assessment and review required for the Self Study review phase.** At the end of the Gap Analysis review, you will receive notification of reviewer feedback and suggestions that can assist you making sure your Self Study Application materials are complete and meet submission criteria.

If the school does not complete a Self Study Application within 6 months of the returned Gap Analysis, the fee is forfeited. If the ACCP recommends substantial changes to the curriculum, the school may resubmit a 2nd Gap Analysis with an *additional* \$200 fee after the changes to the curriculum have been instituted.

APPROVAL PROCESS STEP #2- SELF STUDY APPLICATION

The second step toward ACCP Approval is to submit a Self Study Application along with the remainder of your application fees. The Self Study Application will undergo rigorous evaluation and review by a team of peer reviewers who are responsible for assessing your program based on program criteria. At the end of that review period, program reviewers submit a formal recommendation to the committee. The Self Study and recommendation cycle is scheduled once a quarter, giving qualifying programs four opportunities a year to apply for full program review. For a list of document submission deadlines for Self Study Application, please refer to the Self Study Application submission dates listed on the AHDI website.

Please note that applications will not be forwarded to Reviewers unless ALL competencies are completed on your e-submission platform by the posted deadline.

Note: Effective January 1, 2010, the AHDI Education Approval Program transitioned to a paperless e-submission process as part of our commitment toward responsible, green program management as well as the goal of assisting our educational programs to save money on photocopying and shipping expenses previously associated with physical submission. No paper submissions will be accepted after this date. Please refer to “What is Basecamp” below for more information.

APPROVAL PROCESS STEP #3- RENEWAL OF APPROVAL

Three years after your school has become an Approved School you will be due for renewal of approval. While AHDI does attempt to send email reminders of your renewal date, it is essentially the responsibility of each Approved School to know their renewal deadline and go through the renewal submission process accordingly. **Any school that is not in compliance with this process and fails to renew their approval before the renewal deadline will be removed from the Approved Program Listing.**

The renewal process for approved schools is slightly abbreviated from the initial submission process. During the renewal period no Gap Analysis needs to be submitted- your school will go straight to the full Self Study Application process. Please refer to “Program Approval Fees” above and “What is Basecamp” below for more information on renewal submission.

What is Basecamp?

Effective January 1, 2010, the Self Study Application process transitioned to a paperless, e-submission process utilizing Basecamp, our e-submission platform. No paper submissions will be accepted after this date.

Basecamp will connect educational programs entering the review process to an interactive platform designed to assist programs through the submission process. There you will have access to a detailed list of required competency materials, a calendar feature with program deadlines and reminders, and a file upload area that will allow you to upload and track all of your current and pending submissions in a secure, user-friendly environment.

During the initial document submission, once a school’s Gap Analysis is submitted the school is given access to Basecamp to begin building the Self Study Application. During program renewal, a school will be required to email the Modesto office to request access to Basecamp to begin to build their Self Study Application. **This may be done any time prior to the Self Study Application deadline, but it suggested that a school begins building the application at least 60 days in advance.** To request access to Basecamp please contact Cassie Uber, Credentialing and Education Coordinator, at cuber@ahdionline.org.

For questions or concerns regarding e-submission please email Cassie Uber, Credentialing and Education Coordinator, at cuber@ahdionline.org or 800-982-2182 ext 2456.

Explanation of ACCP Decisions

When making decisions, the ACCP will state that a program’s compliance is “met” or “not met” based on the *Approval Criteria for Medical Transcription Programs*. An assessment report will

be provided to the school after action is taken by the ACCP.

The ACCP will make one of the following determinations:

- **Approved** – No further compliance is needed. The program has passed peer review and can include the phrase “AHDI Approved” in marketing strategies.
 - Programs receiving approval from AHDI and ACCP will receive the following:
 - Recognition (logo, description, funding and contact information, and link to the school’s informational page on the AHDI website):
<http://www.ahdionline.org/scriptcontent/mtapproved.cfm>
 - Recognition in AHDI publications
 - AHDI approval wall certificate
 - **Note: Only graduates of approved programs are eligible for participation in the Registered Apprenticeship program sponsored by AHDI and MTIA.**
- **Approved with Conditions** – The program has some areas that need to be revisited (conditions yet to be met), but the ACCP has determined that these areas can be resolved within a short time frame, typically 90 days. The program must address the areas and provide additional supporting information to resolve the issues within the stated time frame. **Failure to comply shall result in an automatic “withhold approval” status (see “Withhold Approval” below for more information).** A school may *not* indicate on any literature or website that they are AHDI approved until completing a 2nd full review.
 - **Note:** If changes to coursework are identified as conditions yet to be met, they must be preapproved by the program’s internal evaluation process. A “*pending approval*” status shall not qualify the program for 2nd review consideration.
 - **Note:** Schools will not be listed on the AHDI website as approved until *all conditions for approval have been met*. Programs with pending conditions to be met shall not be recognized in AHDI publications and shall not advertise approval until a 2nd review by the ACCP has been performed.
- **Withhold Approval** – The program does not satisfy approval criteria; the nature of the problem areas is substantial and *may require 6 months or longer to resolve*. Typically, these cases require restructuring of a current course, or creating a new course that will need to pass the school’s internal review process *before* submitting again to the ACCP committee. The time frame for resubmission is 12 months unless the ACCP has voted to shorten the time frame. A program has 12 months from the date of withheld approval status to resubmit. **Thereafter, a new applicant charge will be required to resubmit.**
 - **Note:** Changes to coursework must be preapproved by the program’s internal evaluation process. A “*pending approval*” status shall not qualify the program for 2nd review consideration.
- **Denied** – The program does not meet *Model Curriculum* and MT Program Approval Criteria.
 - If approval is denied, the Program Approval Review Team will identify in a written report all aspects of the program that are not in compliance.

APPROVAL TIME

Be aware, first-time approval may take from 3-9 months to include initial evaluation of the Gap Analysis, Self Study Application review, and recommendation voting from the committee.

A program's approval period shall expire 3 years from date of approval unless the program reapplies and is reapproved by the ACCP following another complete review. AHDI shall send notifications for renewal of approval with applications, preparation materials and dates for submission.

Programs that do not reapply for approval shall be removed from the directory of approved medical transcription education programs and shall no longer use the above-mentioned "approved" marketing strategies.

Synopsis of Criteria for Approval

Detailed self-study preparation notes are provided later in this manual.

1. **Organization.** The organization offering medical transcription instruction (academic institution, healthcare organization, private company, etc.) must confirm that:
 - a. Financial resources are adequate to fulfill obligations to currently enrolled students.
 - b. A qualified **program director** is overseeing the entire program. A qualified **program director** holds a Certified Medical Transcriptionist credential *or* a college or vocational certificate in medical transcription *or* 3 years' acute care experience in the medical transcription profession *or* a bachelor's degree or higher with experience in coordinating and operating an academic program. **At least one staff member involved in the medical transcription training program as content developer, instructor, or program director, must be a CMT.**
 - c. Qualified course instructors are providing formal instruction and/or direct feedback to students (beyond the information and correction that can be gleaned by the student from textbooks and course materials through self-study). This can/should include live or recorded lecture, on-site or virtual classroom discussion, and/or directed feedback during practical portions of an educational program. Course instructors and content developers should hold a Certified Medical Transcriptionist credential *or* have 3 years' acute care experience in the medical transcription profession.
 - d. Instruction incorporates the current *AHDI Model Curriculum*, including the required hours of authentic physician dictation and adoption of the *AHDI Book of Style*. The

recommends a total of 40 hours of authentic physician dictation, but for the purposes of program approval, the **acceptable minimum is 35 hours** of authentic, unique dictation that is progressive in difficulty.

- e. Licensing and/or Accreditation. The school or institution must be recognized by appropriate governmental entities such as state educational licensing boards or regional accrediting agencies. The medical transcription program must have been in existence a minimum of six months. Schools with formal name change may so note in their application and be given credit for length of time in existence.
- f. The school or institution must adhere to nondiscriminatory practices with respect to race, color, creed, sex, age, disabling conditions (handicaps), and national origin for both employees and students.

2. Systems and Policies: The organization must provide evidence of the following:

- a. How curriculum planning and evaluation (selection of course content, coordination of instruction and supervised professional practice experiences, distance learning and/or web-based modules and instruction) are accomplished.
- b. Evidence that **content developers** are CMTs through AHDI or have a minimum of 3 years' acute-care or multispecialty experience. **Content developers** must demonstrate current knowledge in course content through appropriate professional development activities.
- c. Evidence that formal instruction and/or direct feedback by a qualified instructor is an integrated part of the program curriculum, where "instruction" is clearly defined as any connection between an instructor and student where training, feedback, and teaching occurs, either one-on-one or in a group setting. Individuals serving merely as course coordinators, graders, or administrators will not satisfy the instructor requirement.
- d. How **instructors** are selected and evaluated. **Instructors** for medical transcription practice content area must be CMTs through AHDI or have a minimum of 3 years' acute care or multispecialty experience.
- e. That At least one staff member involved in the medical transcription training program as content developer, instructor, or program director, is a CMT.
- f. Evidence of a certificate of completion or diploma that is granted to document satisfactory completion of the medical transcription program.
- g. Records in sufficient detail to document learning, progress, and achievement must be maintained for student enrollment and evaluation.
- h. Student and instructor grievances are addressed according to written policies and procedures.

- i. Student withdrawal and refunds of tuition/fees, if applicable, are addressed according to written policies and procedures.
3. **Announcements, advertisements and promotions:** These must accurately reflect the curriculum being offered, and current trends in the medical transcription profession, including wages and opportunities for employment.
4. **Description of Curriculum**
Appropriate learning experiences and curriculum sequencing to develop the core competencies necessary for entry-level medical transcription practices must be documented. Course content and sequencing must be established in accordance with sound educational principles following the current *AHDI Model Curriculum*, to include the following content areas:
 - English Language (Medical Style and Grammar incorporating the *AHDI Book of Style*),
 - Medical Knowledge (Anatomy and Physiology, Medical Terminology, Concepts of Disease, Pharmacology and Laboratory Medicine),
 - Technology,
 - Medicolegal Aspects of the Healthcare Record, and
 - Medical Transcription Practice (including a practicum, be it an externship or simulated professional practice setting.)
5. The institution will provide a description of the program evaluation plan including job placement data.

Application Process Checklist

An educational program applying for approval by the ACCP must complete the following steps:

STEP 1: GAP ANALYSIS

See “Approval Process Step #1- Gap Analysis” above for further details.

STEP 2: SELF-STUDY FOR APPROVAL VIA E-SUBMISSION

The Report for Approval documents that your program meets the criteria for approval and follows the *AHDI Model Curriculum*. Basecamp will request that your documents are prepared in the following format:

SELF-STUDY FORMAT

Eight Must-Have Competencies

Please provide proof that the Eight Must- Have competencies are met (a brief statement describing how it is met will suffice):

- The curriculum must follow the current **AHDI Model Curriculum** (confirmed in following pages)
- The program must provide a minimum of **35 hours of authentic physician dictation** for the students to transcribe (40 hours preferred).
- The program must have **at least one CMT involved in the process** – either as a program director, curriculum developer, or instructor.
- The program must **REQUIRE the use of the AHDI Book of Style** (this is the industry standard style guide).
- The school/program must be able to demonstrate **financial viability**.
- The school/program must be **accredited or licensed** through a governmental body.
- The school/program must have been in **existence for a minimum of 6 months** and be able to **provide placement statistics** of previous students.
- The program must incorporate **course instructors** who perform traditional instruction and/or direct feedback to students.

Section 1: Organization

□ 1.a. Organizational Overview

When did the program originate, who designed the curriculum, what college hosts the program, introduction of Advisory Committee.

□ 1.b. Financial Resources

Provide official **auditor's** statement of financial standing of organization as a whole. This must include a statement verifying adequate financial resources to support program and to provide refunds to students should it become necessary. In addition, provide copies of institutional and program budgets.

□ 1.c. Program Director Qualifications

A qualified **program director** is one who has a Certified Medical Transcriptionist credential, or a college or vocational certificate in medical transcription, or 2 years of acute-care experience in the medical transcription profession, or a bachelor's degree or

higher with experience in coordinating and operating an academic program. **Document that at least one CMT on staff is involved in the medical transcription training program as content developer, instructor, or program director, and qualified to direct a medical transcription program.** (See pages 11, 12) Include description of education, experience, credentials, and professional development activities as appropriate.

- **Provide** copy of the **program director's** CV or resume.
- **Provide** CMT numbers of **program director**, if applicable, for AHDI verification.
- **Provide** copy of job description in this section. Note that if the **program director** or instructors are responsible for content development duties, that responsibility must be included in the appropriate job descriptions.

□ **1.d. AHDI Model Curriculum Statement**

Provide a short overview of courses in the program, using catalog descriptions. This must indicate compliance with the *AHDI Model Curriculum*.

□ **1.e. Licensing and/or Accreditation**

Attach copy of school license, accreditation, or official document from state and/or county Department of Education where the school is located. Also include documentation proving that the school's medical transcription program has been in existence a minimum of 6 months. (This could include copies of catalogs, a dated license, etc.)

□ **1.f. Nondiscriminatory Practices**

- The school or institution must adhere to nondiscriminatory practices with respect to race, color, creed, sex, age, disabling conditions (handicaps), and national origin for both employees and students.

Section 2: Systems and Policies

Provide evidence of the following:

□ **2.a Curriculum Planning and Evaluation**

- **Describe** how course content is selected, how instruction is coordinated, how professional practice experiences are supervised, how distance learning and/or web-based modules and instruction are accomplished.
- **Summarize** qualifications of content developers. Include CVs.

□ **2.b. Content Developer Qualification**

Content developers must demonstrate current knowledge in course content through appropriate professional development activities. Document that at least one CMT on staff

is involved in the medical transcription training program as content developer, instructor, or program director. (See pages 11, 12).

- Provide** copy of the **content developer's** CV or resume.
 - Provide** CMT numbers of **content developers**, if applicable, for AHDI verification.
 - Provide** copy of job description (if applicable) for **content developer(s)**.
 - Note that if the program director or instructors are responsible for content development duties, that responsibility must be included in the appropriate job description.
- 2.c. Selection and evaluation of instructors.**
Document the policies and procedures for selection and evaluation of **instructors**.
- Provide** copies of job descriptions and evaluation forms for each faculty position as applicable. Include copies of advertisements for job openings as appropriate. Note that if the program director or instructors are responsible for content development duties, that responsibility must be included in the appropriate job descriptions.
 - Instructors** for Medical Transcription Practice content area must be CMTs through AHDI or have a minimum of 2 years of acute care experience.
 - Provide** copies of the **instructors' CVs** or resumes.
 - Provide** CMT numbers of **instructors** for AHDI verification. These can be copies of the actual current CMT certificate or validation of recertification form, or CMT numbers included on the CV.
- 2d. Awarding of a diploma or certificate.**
Attach copies of the completion document awarded (e.g. AS degree, college credit certificate, diploma, certificate of completion, other certificates of achievement, etc.)
- 2e. Maintenance of records for student enrollment and evaluation.**
- Write** a narrative describing how records are maintained. These records must be in sufficient detail to document learning progress and achievement.
- 2f. Student and instructor grievance policies.**
Describe how student and instructor grievances are addressed according to policy. Attach copies of written policies and procedures.
- 2g. Policies regarding student withdrawal and refunds of tuition or fees.**
Write a narrative describing how this is accomplished. Attach a copy of refund policies, procedures, and/or rules and regulations.

Section 3: Announcements, advertisements and promotions:

These must accurately reflect current trends in the medical transcription profession and the program being offered. Submit copies of **all** announcements, advertisements and promotions, including those of an electronic nature, used to promote the program including but not limited to newspaper ads, periodicals, bulletin posts, etc. Please include website addresses.

Section 4: Description of Curriculum

Course content and sequencing must be established in accordance with sound educational principles following the current *AHDI Model Curriculum*, to include the following content areas:

- **English Language** (Medical Style and Grammar incorporating the *AHDI Book of Style*)
 - **Medical Knowledge** (Anatomy and Physiology, Medical Terminology, Concepts of Disease, Pharmacology and Laboratory Medicine)
 - **Technology**
 - **Medicolegal** aspects of the healthcare record
 - **Medical Transcription Practice** (including a practicum, be it an externship or simulated professional practice setting.)
- **4.a. Provide a copy of complete curriculum, indicating sequencing of courses.**
Use the Program Course Sequence Grid (Form found on the AHDI website.) If you are using a proprietary curriculum (such as Career Step, Oak Horizons, the SUM Program, etc.) you still must provide detailed documentation. It is NOT sufficient to simply name the program in use. It is also suggested that you attach voice files for review if using proprietary material.
- **4.b. Provide narrative materials and documentation addressing how the program meets each content area of the criteria.**
Items to be included in the narrative are required resources, reference materials, timelines, time allocations, amount of actual physician dictation in minutes or hours of dictation, and transcription equipment media utilized. (See 4.d.)
- **4.c. Provide a narrative detailing how formal instruction and/or direct feedback are incorporated into the course curriculum, ie, (a) describing the interaction between the instructional staff and student, (b) identifying program management of student progress tracking and provisions for feedback, and (c) including sample instructor lesson plans for formal instruction, where appropriate.**
Include teacher-student ratio. Submit samples showing feedback. (See 4.e.) Below, in 4.e., course syllabi will be included to supplement this documentation.
- **4.d.** Insert the completed Required Textbooks, Materials and Resources Table (Form found on the AHDI website.)

- **4.e. Provide copies of individual course syllabi as provided to students. Please use dividers between each course syllabus. Syllabi must include the following:**
 - **Name of course, instructor's name and contact information.**
 - **Meeting places and times or web access information, if online.**
 - **Course description, course prerequisites and/or corequisites.**
 - **Clearly delineated grading scale and requirements for course completion.**
 - **Policy regarding late submission of course work and policy regarding retaking course if not passed.**
 - **Attendance/participation policy.**
 - **Course learning objectives.**
 - **Lecture topics for each class.**
 - **Individual assignments and timelines for completion (specific page numbers; exercises/activities to be completed; reports/tapes/dictations, including length in minutes, to be transcribed; etc.)**

- **4.f. Submit a sample graded comprehensive final exam for each core content area, including transcription practice, demonstrating that course competencies are covered in the test questions or transcribed materials.**

If no comprehensive final exam is given for that content area, include a representative graded test or other appropriate method of evaluation.

- **4.g. Submit 4 sample proofread/edited student-produced transcripts from each specialty in the medical transcription practice content.**

These samples must include an H&P, an operative report, a discharge summary or clinical resume, and one other representative sample for each specialty.

- **4.h. Online access for reviewers.**

If your school uses online class management software applications like Angel, Desire 2 Learn, or Blackboard, you must grant access to the reviewers by issuing a guest sign-on and password. Provide the online access information for each online course with its syllabus. Please be aware that online access is not a substitute for providing written documentation, but rather should be offered when a program wishes to demonstrate the depth of content covered.

Standards for Medical Transcription Practice

Created using a combination of the Professional Practice Competencies (from COMPRO), the Model Curriculum for Medical Transcription (current edition), Professional Level 1 Knowledge, skills and abilities (as defined in the AHDI MT Job Descriptions), and the Standards of Ethical Coding (AHIMA).

1. Medical transcription professionals support the importance of accurate, complete, and consistent medical transcription practices for the production of quality healthcare data.
2. Medical transcription professionals in all healthcare settings must adhere to the standards and regulations related to healthcare documentation as set by such bodies as the American Association for Medical Transcription, American Medical Association, Joint Commission on Accreditation of Healthcare Organizations, National Committee for Quality Assurance, Health Level 7, ASTM, and the Center for Medicaid and Medicare Services, and any other official medical transcription rules and guidelines established for use with mandated AHDI, AMA, JCAHO, NCQA, HL7, ASTM, and CMS rules/standards.
3. Medical transcription professionals must use their skills and their knowledge of English language, medical knowledge, technology, healthcare documentation, and professional practice to transcribe medical dictation correctly and accurately.
4. Medical transcription professionals must consult the dictating healthcare professional or their QA supervisor for clarification and/or additional dictation when dictated healthcare data is conflicting or ambiguous.
5. Medical transcription professionals must recognize, evaluate, and call attention to inconsistencies, discrepancies, and inaccuracies in healthcare dictation while transcribing, without altering the meaning of the dictation or changing the author's style.
6. Medical transcription professionals, as members of the healthcare team, assist healthcare professionals by advocating proper dictation practices and identifying dictated patient information that could more accurately reflect the acuity, severity and occurrence of events.
7. Medical transcription professionals should participate in the development of policies and should ensure that policies complement, and not conflict with, official rules and guidelines.
8. Medical transcription professionals must maintain and continually enhance their skills, as they have a professional responsibility to stay abreast of changes in medical transcription and dictation guidelines, healthcare documentation, trends and developments in technology, and the importance of professional certification and continuing education.

Questions?

For more information, including template documents and submission deadlines, please visit the AHDI website at

<http://www.ahdionline.org/EducationTraining/Training/EducationProgramApproval.aspx>.

For questions or concerns feel free to contact Cassie Uber, Credentialing and Education Coordinator, at the contact points listed below.

AHDI Education Program Approval

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