



Medical Transcription

PROGRAM BROCHURE

Get the training you need to earn your Medical Transcription certificate and you will be ready to find a more challenging and rewarding career ... today!

Millions of students have discovered online learning. Start on the path to a new career with accredited online training. By reviewing this information, you have already taken that important first step toward a better future.



Blackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Medical Transcription certificate, along with the skills and confidence necessary to work from home or obtain employment in a medical facility.



Why Choose to be a Medical Transcriptionist

The Job of the Future

The demand for medical transcriptionists is expected to increase in the future, reflecting the rapid growth in the healthcare industry due to a population that is increasing in number as well as climbing in age.

The Career

The medical transcriptionist's job is to take dictated recordings made by physicians and other healthcare professionals and use a transcribing machine to create reports. It is also the medical transcriptionist's responsibility to produce a product that is grammatically correct and ensure that all medical terms are used accurately.

Job Opportunities

Medical transcriptionists utilize their talents in a variety of healthcare settings, including doctors' offices, public and private hospitals, teaching hospitals, medical transcription businesses, clinics, laboratories, radiology and pathology departments, insurance companies, medical libraries, government medical facilities, rehabilitation centers, legal offices, research centers, veterinary medical facilities, and associations representing the healthcare industry. Many medical transcriptionists work from home setting their own hours and schedule.

Employment Outlook

Medical transcription is a growing field with great employment prospects for accurate and efficient workers. A skilled medical transcriptionist can find employment in a hospital or healthcare office, or work full-time from home. According to the U.S. Department of Labor, the number of medical transcriptionists employed in the United States is expected to grow up to 8% by 2022. (U.S. Dept. of Labor Statistics, 2014-2015 Occupational Outlook Handbook)

What You Can Earn

The U.S. Department of Labor Statistics lists the middle 50 percent of medical transcriptionists earning up to \$34,020. High production employees have the potential of earning more in this field.



Certification



Students who graduate from Blackstone's Medical Transcription program are qualified to sit for the Registered Medical Transcriptionist (RMT) exam administered by the Association

for Healthcare Documentation Integrity (AHDI).

After gaining work experience, graduates can take the AHDI's Certified Medical Transcription (CMT) exam. Certification provides further assurance of skills and knowledge to employers.



Why Choose Blackstone?

A Blackstone Education Provides the Latest in Transcription Technology!

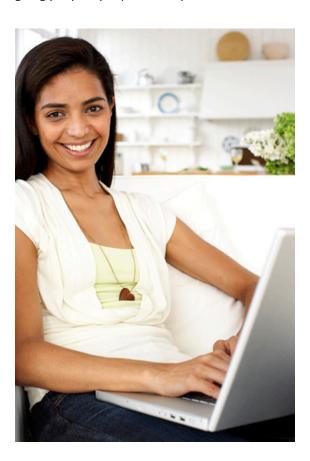
As a Blackstone student, you will receive everything you need to be an effective medical transcriptionist, including:

State-of-the-Art Medical Transcription Foot Pedal

Pedal easily connects to a computer, allowing for hands-on authentic transcription practice—an exceptional tool for learning and starting your new career.

Authentic Physician Dictation

The CD-ROM accompanying your textbook, *Medical Transcription Fundamentals and Practice*, contains hours of authentic physician dictation so you can transcribe reports that correspond to the specialty or body system you are learning about. You will spend approximately 100 transcription hours completing the exercises, giving you plenty of practical experience.



BenchMark KB BenchMark KB

This exceptional online resource is your one-stop for transcription

tools and databases! Learn to use the same research tools that professionals do, and become more efficient and accurate with your transcription. Resources are continuously updated, bringing you the latest information and ensuring the quality of your work. This 15-month subscription gives you access to:

- Quick Look Drug Book
- · Stedman's Library

Abbreviations, Acronyms and Symbols

Medical Dictionary

Medical and Surgical Equipment Words

Medical Speller

Medical Terms and Phrases

- Physician Search Database—national physician listings at your fingertips
- Membership to the Association for Healthcare Documentation Integrity (AHDI)
- AHDI Book of Style—the authority in documentation standards
- Normal Lab Values
- Quality Alerts—your source for common transcription errors, including dangerous abbreviations



A Blackstone Education Provides ...

Superior Student Services

You are never alone when studying with Blackstone.

Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Thorough Testing

Eighteen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study anytime, anywhere.

Affordable Tuition

The Medical Transcription Program tuition covers your entire program including all textbooks, study guides and study units, your foot pedal, 15-month BenchMark KB subscription, exam evaluation services, access to the Online Student Center, and your certificate.

Financial Assistance

Blackstone serves all branches of the military and accepts 100% tuition assistance for its career training programs. Whether you are in the Air Force, Army, Coast Guard, Marines, Navy or National Guard, you can use Tuition Assistance to pay for your Blackstone education. Military spouses can also enroll using the Military Spouse Tuition Program, which pays 100% of their tuition. Veterans can obtain tuition assistance under the G.I. Bill. Find out today if you are eligible by contacting Blackstone.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 1-800-826-9228 to find out more today!

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





Online!

Benefits of Blackstone Online

Best of All ...

No Additional Charge

this is part of your standard tuition!

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

System Requirements





Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by G.I. Jobs magazine as a Military-Friendly School











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