# Medical Transcription PROGRAM



**B** lackstone 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 diploma, along with the skills and confidence necessary to work from home or obtain employment in a medical facility.

Blackstone

Career Training Since 1890

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# 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.

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# Why Choose Medical Transcription

### 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 to 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. The U.S. Department of Labor estimates there will be over 57,400 medical transcription jobs in the United States by 2026. (U.S. Dept. of Labor Statistics, 2016-2017 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 \$35,720. 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.



# YOUR Program Overview

#### **Units 1 through 18**

- 1. Blackstone's Skills for Success
- **2.** Introduction to Computers, Keyboarding and Office Technology
- **3.** Anatomy and Medical Terminology 1-An Introduction
- 4. Anatomy and Medical Terminology 2
- **5.** English Usage and Written Communication
- 6. Time and Stress Management
- 7. Anatomy and Medical Terminology 3
- 8. Anatomy and Medical Terminology 4
- **9.** Introduction to Pharmacology
- **10.** Critical Thinking Skills
- **11.** Fundamentals of Medical Transcription
- **12.** Disease Processes and Transcription Practice 1
- **13.** Disease Processes and Transcription Practice 2
- **14.** Professional Development and Medicolegal Ethics
- 15. Disease Processes and Transcription Practice 3
- 16. Disease Processes and Transcription Practice 4
- **17.** Creating an Effective Workplace Environment
- 18. How to Find a Job in Healthcare

### What you receive WITH YOUR program

- Healthcare Documentation: Fundamentals and Practice by Pearson Prentice Hall
- Essentials of Pharmacology for Health Occupations by Ruth Woodrow, Cengage Learning
- Medical Transcription Study Guides
- Benchmark KB (online transcription resource)
- Blackstone Typing Tutor
- Online Student Center
- Graduation Documents

# A Blackstone Education Provides...

#### Superior Student Services

You are not alone when studying with Blackstone. While there is no formal campus or classrooms, we offer assistance to our students that is second to none.

#### **Program Assistance**

Our education department is simply a phone call, fax, or e-mail away if you 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 when and where it suits you.

#### Affordable Tuition

Our Medical Transcription Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all e-books, electronic resources, study guides and study units, exam and homework evaluation services, access to the Online Student Center, and your diploma.

#### Financial Assistance

BCI takes the confusion out of understanding military education benefits. With career programs approved by both the Department of Veterans Affairs, and The Military Spouse Career Advancement Accounts Program (MyCAA), Blackstone offers assistance in receiving the benefits for which you are eligible.

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 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. www. facebook.com/Blackstone Career Institute

#### The Blackstone Career Center

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

# LICENSURE, ACCREDITATION & 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









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