

Medical Transcription

Nature of the Profession

Medical transcriptionists use headsets and transcribing machines to listen to recordings by physicians and other healthcare professionals. These workers transcribe a variety of medical reports about emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. After reviewing and editing for grammar and clarity, the medical transcriptionist transcribes the dictated reports and returns them in either printed or electronic form to the dictator for review and signature, or correction. These reports eventually become part of the patient's permanent file.

APTITUDES

- Ability to proofread words and see important details in written materials
- Good English grammar and punctuation skills
- Understanding of the language of medicine, anatomy and physiology, diagnostic procedures, and treatment
- Good eye-hand coordination and manual dexterity
- Ability to work quickly and accurately following specific procedures
- Good hearing
- Skills in using word processors/computers and other current office technology

EDUCATION

Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription. Completion of a 2-year associate degree program – including coursework in anatomy, medical terminology, medical/legal issues, English grammar and punctuation – is highly recommended. Many of these programs include supervised on-the-job experience.

EDUCATIONAL PROGRAMS IN NEBRASKA

- Bryan LGH College of Health Sciences – Lincoln (C)
- Central Community College – Hastings, Grand Island, Columbus (P)
- Mid-Plains Community College – McCook, North Platte (C)
- Western Nebraska Community College – Scottsbluff, Alliance, Sidney (C, P)

LICENSURE/CERTIFICATION

Although it is not required, the American Association for Medical Transcription awards the voluntary designation, Certified Medical Transcriptionist (CMT), to those who earn passing scores on written and practical exams.

PROFESSIONAL ASSOCIATIONS

American Association for Medical Transcription

Web Address: www.aamt.org