

REGISTRATION INFORMATION

MEDICAL TRANSCRIPTION

Web Based 240 Hours Registration Fee: \$1695*

*Prices include all materials!

To register, please call
(803) 593-9954 ext. 1277
or visit

<http://www.gatlineducation.com/aiken-tech/>

Questions? Send an email to
johnsonm@atc.edu



Aiken Technical College
Workforce & Business Development
PO Drawer 696
Aiken, SC 29802

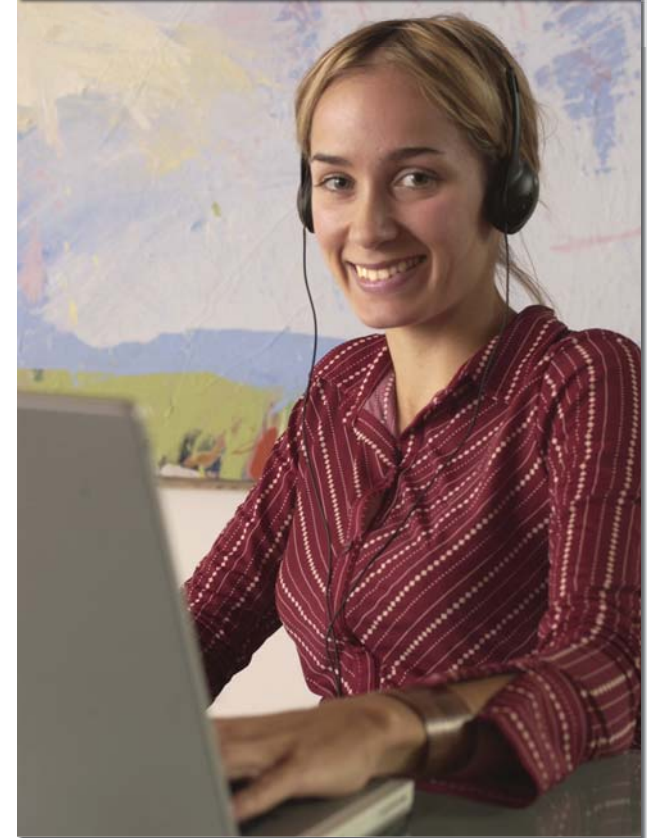
For information on financial assistance please visit
www.collegeloanapplication.com

For Student Loan Information, call: The Education Resources Institute (TERI) at (800) 255-8374, ext. #2 (The Customer Service Department can take your application over the phone.)

We do not discriminate based on creed, race or religion.

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Online Certificate Programs
in association with



GATLIN
Education Services
www.gatlineducation.com

Medical Transcription

Healthcare is a rapidly growing field, and the demand for quality documentation is increasing. According to the current Occupational Outlook Handbook, Medical Transcription is one of the ten fastest growing occupations in the U.S. Medical Transcriptionists work with pharmacists, therapists, technicians, nurses, dietitians, social workers, psychologists, chiropractors, medical doctors and many others. Healthcare providers rely on the legal documents that are created by the medical transcriptionist.



This online program

will provide you with a working knowledge of medical terminology, as well as proficiency in the transcription of medical reports. You will also receive help in developing their careers in the Medical Transcription field.

Prerequisites include: (1) a command of a word-processing computer program, including the ability to create documents, proficiency in keyboarding, e-mailing, printing, and browsing the Internet, and (2) a knowledge of English grammar, punctuation, and sentence structure.

The Medical Transcription Program is available for immediate registration, and you can complete the course from any Web enabled computer. Digital transcription equipment and all textbooks are included. You will receive: Medical Terminology textbook with audio, Book of Medical Abbreviations, Hillcrest Medical Center: Beginning Medical Transcription with audio, and Stedman's Medical Dictionary with CD-ROM (240 hours).

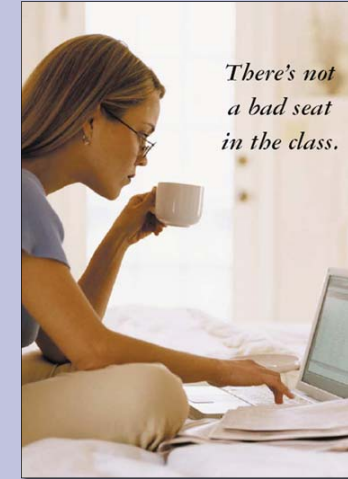
Objectives

Upon successful completion of the GES Medical Terminology/Transcription course, you will be able to accomplish the following:

- **Develop a beginning knowledge of medical transcription.**
- **Describe the importance of the confidential nature of medical reports.**
- **Describe the content and purpose of the medical reports used.**
- **Transcribe medical reports using correct report format.**
- **Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbols, and metric measurement rules.**
- **Correctly spell the English and medical terms in addition to the abbreviations, either by memory or by using a dictionary/medical reference book.**
- **Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.**
- **Define the prefixes, combining forms and suffixes presented and use them to build medical terms.**
- **Identify and/or define the knowledge, skills, abilities, and responsibilities required of medical transcriptionists.**
- **Understand networking through the professional organization as well as career opportunities.**



How Our Online Courses Work



There's not a bad seat in the class.

- **You begin when you wish.**
- **A mentor is assigned to you for one-on-one assistance.**
- **You work at your own pace.**
- **All training materials are included. Your work is evaluated — 70% is required for a certificate.**
- **You should complete the course within 6 months but may request a 6-month extension.**

A certificate will be awarded by Aiken Technical College upon successful completion of the course.

“Congratulations on a great course!! It was quite a challenge, and every case was different. Your dictators were terrific. I don't see how you could find so many different dialects. Again, thanks for a great course which I feel did a super job of introducing me into the Medical Transcription world!”

**Lorraine Higginbotham
Medical Transcription**