

Diploma Program Length: 51 Weeks

NOC Code: 1251/12110

Medical Transcription	42 Weeks
Introduction	
Program Orientation	
Computer Basics	
Microsoft Outlook	
Microsoft Word	
Microsoft Excel	
Keyboarding Techniques	
Medical Report Formatting	
Body as a Whole	
Grammar and Style	
Pharmacology	
Skeletal System	
Speech Recognition	
Muscular System	
Integumentary System	
Cardiovascular System	
Proficiency Improvement Examination – 1	
Respiratory System	
Gastrointestinal System	
Genitourinary System	
Reproductive System	
Endocrine System	
Lymphatic, Immune and Allergy	
Sensory System	
Nervous System	
Psychiatry	
Oncology	
Surgical and Advanced Transcription	
Professional Issues	
Career Development	
Preparing for Proficiency Improvement Examination – 2	
Proficiency Improvement Examination – 2	
Proficiency Improvement Examination – 3	
Internship	8 Weeks
Career Management	1 Week
Program highlights include:	
Registered and approved diploma	
Career services	
Job search assistance	
Alumni program benefits	
*Eligibility to pursue AHDI Registered Healthcare Documentation Specialist (RHDS) certification	

Additional notes and admission requirements can be found on page 2.

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 16.
3. The College admissions test for this program is the triOS College Business, Legal & Healthcare Entrance Exam. A passing score for this program is 60%.
4. Student must complete a typing test. A passing score for this program is 40 wpm.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

Please contact us for more detail regarding admissions requirements for international students.

Accreditation Policy: Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Certifications: Students who successfully complete this program will be eligible to write the Registered Healthcare Documentation Specialist (RHDS) exam through the Association for Healthcare Documentation Integrity (AHDl). Students have to contact AHDl directly to pay the fees and arrange to take the exam.

The majority of this program is computer-based learning with an available online facilitator. It requires attendance for 5 hours each day.

*Students wishing to pursue the RHDS certification must make arrangements directly with AHDl (www.ahdionline.org).

Note: In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi. These are statistics from 2018.

triOS College is registered and approved as a Private Career College under the *Private Career Colleges Act, 2005*.