

MEDICAL TRANSCRIPTIONIST



Diploma Program Length: 51 Weeks 43 weeks Classroom, 8 weeks Internship

NOC Code: 1244

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

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 AHDI (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 program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi. These are older statistics from 2013. triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.

ADMISSION REQUIREMENTS: High School Graduation Diploma or Mature Student Status (18 years of age and academic achievement test passed). In addition, an entrance examination must be successfully passed, along with a typing test to demonstrate a minimum of 40 nwpm.

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