

Gaston College Medical Transcription

The Medical Transcription curriculum prepares individuals to become medical language specialist who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services. Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading. Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

Occupational Outlook Handbook Information (www.bls.gov)

Education and training. Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription offered by many vocational schools, community colleges, and distance-learning programs. Completion of an associate degree or diploma including coursework in anatomy, medical terminology, legal issues relating to health care documentation, and English grammar and punctuation is highly recommended, but not always required. Many of these programs include supervised on-the-job experience. Some transcriptionists, especially those already familiar with medical terminology from previous experience as a nurse or medical secretary, become proficient through refresher courses and training.

Advancement. With experience, medical transcriptionists can advance to supervisory positions, home-based work, editing, consulting, or teaching. Some become owners of medical transcription businesses. With additional education or training, some become medical records and health information technicians, medical coders, or medical records and health information administrators.

Student Success

"Gaston College appealed to me with its lower tuition cost and ability to obtain a degree in a shorter period of time. Class sizes are small and provide a more intimate setting. Interaction with the instructor and fellow classmates encourages the desire to learn and a mastery of the skills needed to receive a diploma in medical transcription."

DeAnne Bowen, Medical Transcription graduate

Gaston College Graduates

Gaston College Medical Transcription graduates have obtained employment with local employers including: Focus Infomatics.

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