



## Center for Professional Development

### **Medical Transcription A to Z**

There is a huge demand for good medical transcriptionists; they can work from home or on-site within a medical facility. MTs earn an excellent income and can work for anyone from anywhere through electronic files.

“Medical Transcription A to Z,” is the only cost-effective, in-depth program that provides all of the essential ingredients to become a medical transcriptionist. It is a solid program and has been training MTs for decades. It has become the most successful program available anywhere.

The student will receive two large notebooks, one album of CDs and a set of final testing CDs. The first notebook includes 500 sheets of worksheets that cover beginning medical terminology, advanced terminology, anatomy/physiology, pharmaceuticals/medications. The second notebook comprises formats and information for transcription. The third part includes 9 audio CDs dictated by our clients. The CDs provide the necessary internship for students and entails a huge amount of *actual dictation by our physicians*.

The program is open entry/open exit. Students may begin at any time. There is no time limit for completion, although the average seems to be that by spending about ten hours a week with a typing speed of 60 wpm, it can be completed within six months. Of course, that depends upon the individual.

When the student completes all of the transcription from the program, it should be sent by mail to us. Once the 9 CDs are transcribed well, there is one final CD that will conclude the transcription process. It will be sent to the student to complete with the same steps listed above.

At this point, the final step is an oral spelling test over the phone that includes basic common terms from each major medical specialty. These will be terms that they will know well, if they have completed the entire course

Once the transcription is completed well and the oral testing passed we will provide them with an actual letter of recommendation verifying that they have completed work for our doctors and clients.

**Cost:** \$1,200 (textbooks not included)

**Location:** Home Study

**Textbooks:**

Sloane's Medical Word Book

Author: Ellen Drake, CMT

ISBN: 0-7216-7626-X (You can also purchase this book and the Taber's Cyclopedia Dictionary used from Amazon or another used book seller. A current copy is not necessary. Because Pharmaceuticals changes so much each year it is recommended to purchase a new 2010 edition of the Pharmaceutical Word Book)

Saunders Pharmaceutical Word Book

Author: Drake & Drake

ISBN: 978-1-4160-3768-2

Taber's Cyclopedia Medical Dictionary

Author: F.A. Davis

ISBN 10: 0-8036-1559-0

ISBN 13: 978-0-8036-1559-5

\*Provided through Deborah's Touch

**Seats are limited, so register today!**

**Advance registration and payment is required**

**For registration form and information, email [celee@edison.edu](mailto:celee@edison.edu)**

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