

**Program****MEDICAL TRANSCRIPTION**

- **Diploma Program**
- **Day Program:** 4 semesters
- **Admission Cycle:** Every semester
- **Maximum Number Admitted Annually:** Open

**Career Description**

Medical transcriptionists are specialists in medical language and healthcare documentation. They interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, and editing dictated material for grammar and clarity as necessary and appropriate.

**Careers Available**

Medical transcriptionists work in hospitals, clinics, physician offices, transcription services, insurance companies, home healthcare agencies, and other locations where dictation for the purpose of healthcare documentation requires transcription. Many medical transcriptionists work from their homes as independent contractors, subcontractors, or home-based employees.

**Entry-Level Salary**

\$23,316 - \$32,118/yr.

**Course of Study**

Coursework involves keyboarding and word processing skills as well as knowledge of the computer and internet technologies. You will gain extensive knowledge of English grammar, punctuation, and spelling skills, as well as extensive knowledge of medical terminology, anatomy and physiology, medical diseases, laboratory medicine, surgical procedures and instrumentation, pharmacology, and medical law and ethics. You will learn the fundamentals of medical documentation prior to learning and building upon your listening skills, equipment, and transcription in medical transcription I and II.

**Recommended  
Courses and Skills**

It is strongly recommended that you have had some keyboarding skills prior to coming into this program and can type at least 45 wpm and have basic computer and Internet technology skills.

**Helpful Personal  
Attributes**

Excellent English grammar skills, strong interest and knowledge of the medical language. Good visual and auditory ability, excellent listening skills, reasonable keyboarding and computer skills. Ability to work for long hours, often in a high-pressure environment, high-level of concentration for extended periods of time and a critical thinker.

**Program Contact**

If you would like additional information about the Medical Transcription Program, please contact Marcia Polanis, Program Coordinator, at 336.734.7407 or [mpolanis@forsythtech.edu](mailto:mpolanis@forsythtech.edu).

**How To Get Started**

You may pick up an application at the Admissions Office, 123 Allman Center on the Forsyth Tech Main Campus, 2100 Silas Creek Parkway in Winston-Salem. You may also request an application by calling 336.734.7253, or you may apply online at [www.forsythtech.edu](http://www.forsythtech.edu).