

Program Content

- Medical Terminology
- **Anatomy and Physiology**
- **Disease Concepts**
- Laboratory Medicine and Pharmacology
- Radiology
- **Basic Health Care Information**
- **Health Information Systems**
- Transcription of all types of medical reports: discharge summaries, history and physical reports, consultation reports, operative reports, procedure reports, pathology reports, radiology reports, etc.

Program Length

1200 hrs | Full Time | 11 months

Approximate Cost

\$4,199

Location

Main Campus

Schedule

This is an online program, however, students are required to come to class one evening per week.

Description of Program

The Medical Record Transcribing program prepares you to work as a medical transcriptionist, healthcare scribe or healthcare documentation specialist. Instruction includes medical terminology, anatomy and physiology, review of English grammar and punctuation, transcribing in an online environment, editing skills necessary to transition to editing speech recognition (SR), and introduction to the electronic medical record (EMR). This is a blended course that meets one night a week in addition to online instruction. Upon completion, the Registered Healthcare Documentation Specialist (RHDS), which is a national certification examination, may be taken through AHDI. This MRT program is approved by AHDI and AHIMA, and is eligible for the Military Spouses Program. Although there is employment in hospitals and doctors' offices, the majority of medical transcriptionists work remotely from their home.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- High School Diploma or GED
- Computer with high speed Internet access and Microsoft Word

Industry Certification & State Credential Exams

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.













1. Attend Orientation



To be admitted into a program of study offered by Sheridan Technical College, an individual

must satisfy all of the admission requirements applicable to that program of study. General

ADMISSION AND REGISTRATION PROCEDURES

Applicants for technical programs must attend an on campus or online orientation.

the Online Orientation Survey. To access the orientation visit:

http://www.sheridantechnical.com/HowtoApply/OnlineOrientation

• **On-campus Orientation:** It is strongly recommended and provides an in

depth overview of our programs and resources. Please report to Building #11

• Online Orientation: At the end of the online orientation you must complete

· TABE is administered Monday through Thursday for all programs directly after

6A-10.040(8) may be eligible to receive an exemption from taking the TABE.

Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair

• Programs that do not require TABE testing are as follows: Commercial Class B

Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

• Applicants must report to Building #11 with a valid picture ID and \$10.00

• Prospective students showing evidence pursuant to State Board **Rule**

admissions and registration procedures for Sheridan Technical College are as follows:

 Main Campus
 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400

 West Campus
 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900

 High School Campus
 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

ORIENTATION SCHEDULE

Orientation & TABE Testing - Main Campus

Monday through Thursday — 9:00 am - 12:00 pm (Please arrive to Building #11 by 8:30 am)

Monday

- Health Unit Coordinator/ Monitor Technician
- Medical Assisting
- · Medical Coder/Biller
- Medical Record Transcribing/ Healthcare Documentation
- Patient Care Assistant
- Patient Care Technician
- Phlebotomy
- Practical Nursing
- Surgical Technology

Tuesday

- Barbering
- Child Care Center Operations
- Cosmetology
- Commercial Foods & Culinary Arts
- · Early Childhood Education
- Facials
- Massage Therapy
- Teacher Assisting/Principles of Teaching

Wednesday

- · Business Technology
- Court Reporting
- Graphic Arts & Information Technology
- Marketing, Management & Entrepreneurial Principles

Thursday

- Air Conditioning/Heating Refrigeration 1 & 2
- Automotive Technology
- Electricity
- Gaming Machine Repair Technician
- · Plumbing Technology

3. Schedule and Attend a Counselor Interview

2. Take the Test of Adult Basic Education (TABE)

by 8:30 am.

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400.
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures.
 Test scores cannot be given over the phone.
- Please bring two forms of documented Florida residency to the interview.

4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

FOR ADDITIONAL INFORMATION

 $\label{thm:control} Visit our website at www. Sheridan Technical College. edu or contact the Office of Student Affairs at 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).$

TABE TEST EXEMPTION

An official copy of the degree, transcript, or test score are required in order to allow any of these exemptions.

- Associate in applied science level degree or higher from an accredited United States college or university;
- 2. Entered 9th grade during the 2003-2004 school year or after and earned a regular high school diploma from a State of Florida public high school;
- 3. Active duty member of US Armed Services;
- Demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315 by taking the Accuplacer, ACT, SAT, Pert or Grade 10 FCAT Reading 2.0 and enrolls within 2 years of achieving such scores;
- Passes an approved state, national or industry certification or licensure examination that is identified in the FLDOE Basic Skills and Licensure Examination List;
- 6. Enrolled in an approved apprenticeship program.

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Sheridan Technical College & Technical High School, D. Robert Boegli, Director Mary A. Barba, Assistant Director Barrett Goldman, Assistant Director Annette Johnson, Assistant Director Anna Knæble, Assistant Director Thomas Moncilovich, Assistant Director



sheridan Technical College & Technical High School are accredited by the Commission of the Council on Occupation Education. Commission of the Council on Occupational Education (OE) 7440 Roswell Road, Buildings 200, Suite 325 Halthate, 64 38390 Tel 770.396.3898 - 800.917.2081 - Fax 770.396.3790



Commission for Education in Mursing, Inc. Accreditation Commission for Education in Mursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 Phone: (404) 975-5000 - Fax: (404) 975-5020 The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and /or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com