



## MEDICAL RECORD TRANSCRIBING/HEALTHCARE DOCUMENTATION



### 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

\$4,474

### 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 per 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. Our program offers an externship component.

### 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.



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

## ADMISSION AND REGISTRATION PROCEDURES

### 1. Attend Orientation

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

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

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

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

### 3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- 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.

## Medical Record Transcribing/Healthcare Documentation (H170506)

**Tuition/Registration** **\$3,672**

PAVE .....	\$3,360
Lab .....	\$192
Registration Fee .....	\$100
Student Activity Fee .....	\$10
Test Fee .....	\$10

**Books/Supplies** **\$502**

#### Term: 1

Quick Medical Terminology 5th Ed.

ISBN: 9780470886199

AHDI Book of Style Textbook 3rd Ed.

ISBN: 9780935229585

Language of Medicine 10th Ed.

ISBN: 9781455728466

Foot pedal IN-USB-2  
Headphones/Microphone

#### Term: 2

ST10/OAK Horizons Subscription

SpeedType V10.1 CD

#### Term: 3

RMT Exam Guide +CD

ISBN: 9780935229608

**Industry Credentials** **\$300**

**Approximate Program Cost** **\$4,474**

*Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.*

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