



Medical Transcription Editor Program

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MTE graduates
have reported

100%
Employment



WHY MEDICAL TRANSCRIPTION AND EDITING?

Medical transcription is primarily a work-from-home occupation, giving you the opportunity to have a professional career from the comfort of your own home. There's a growing demand for well-trained medical transcription professionals, who play a key role in providing accurate medical records, and the industry is evolving to include two important and distinct roles:

- Medical transcriptionists who type the dictations of doctor-patient interactions, creating the reports that are included in patients' medical records.
- Medical transcription editors who are specialized medical transcriptionists focused on correcting and editing dictation reports generated by speech recognition software, which electronically transcribes dictations into text.

Most healthcare providers outsource their medical transcription work to national healthcare documentation companies, which hire medical transcription professionals from all over the country to transcribe and edit the records from their homes. These professionals are usually paid on a production basis, and the U.S. Department of Labor reports that they earn an average of over \$33,000 a year. Overall, the medical transcription industry is an important part of the healthcare process, and it is expected to grow by an additional 11% (or 11,700 new jobs) by 2018.*

*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition



What You Get with the Career Step Program

FOR OVER 20 YEARS, Career Step has been a leading provider of medical transcription training. With a solid reputation for helping students gain the skills they need to get a job and excel in their new careers, Career Step training offers you everything you need to succeed, including comprehensive curriculum that trains you for multiple career paths, the flexibility to train on your own schedule, and live student and graduate support.

COMPREHENSIVE CURRICULUM

Train affordably without sacrificing quality. The Career Step curriculum was developed for medical transcriptionists by medical transcriptionists, and in addition to ensuring you gain the skills of a quality medical transcriptionist, the program will also train you as a specialized medical transcription editor, preparing you for the future of the industry. With Career Step's affordable tuition prices, you get a high-quality online education with a complete textbook library for hundreds, or even thousands, less than at other schools!

FLEXIBLE ONLINE TRAINING

We understand the sacrifice it is to go back to school. That's why we try to make it as easy as possible by helping you complete your training on your schedule and at a pace that fits your busy life. Online training puts you in control, and now you can quickly and affordably gain the specialized skills you need to succeed in your new career as a medical transcription professional. Train at home to work at home with Career Step!

LIVE STUDENT & GRADUATE SUPPORT

Career Step's online training format allows you to start at anytime, train on your own schedule, and move through the training as quickly as you want—but you're never alone. Career Step has dedicated Student and Graduate Support Advisors who are available by phone, email, and chat every step of the way. These advisors have years of professional experience and are here to help you graduate and successfully move into the workforce. We're committed to helping you achieve your goals, and your success is our success!



“I had completed a medical transcription study course from a different school before enrolling and completing the course with Career Step. I can say without a doubt that Career Step was, hands-down, the better course. Career Step covered everything a new transcriptionist needs to know to begin working with confidence. Those who complete the Career Step course are thoroughly trained and have a much higher chance of success and enjoying their career. I would recommend Career Step over any other schooling.”

– Alison, Maryland

Program Overview and Timeline

Program Orientation	1
Medical Transcription Editing Industry	5
Technology and the Medical Professional	5
Keyboard Kinetics	10
Medical Word Building	15
Grammar and Punctuation	10
Anatomy, Pathophysiology, and Disease Processes – Block 1	25
Anatomy, Pathophysiology, and Disease Processes – Block 2	20
Mastering Medical Language	5
Pharmacology	15
Healthcare Documentation	10
Diagnostic Reports	20
Focus on Medical Specialties	30
Midterm	0.5
Introduction to Transcription	13
Transcription Clinic Notes	105
Transcription Basic Acute Care	100
Transcription Advanced Acute Care	150
Editing Theory	15
Editing Technique	20
Editing Clinic Notes	25
Editing Acute Care	40
Final Exam Preparation	0.5
TOTAL	640

TAKE THE FIRST STEP TODAY!

**Call 1-800-411-7073 for more information
or enroll online at CareerStep.com/enroll**