



Medical Transcription Editor Supplemental Program

Gain the Edge in an Evolving Industry



Top 3 Reasons to Become a Medical Transcription Editor:

- ✓ Expand your resume
- ✓ Get access to more jobs
- ✓ Prepare for the future of the industry

EXPAND YOUR RESUME

Continuing education is important within any healthcare field, and medical transcription is no exception. It is crucial to stay up-to-date on medical terminology and procedures, and it's just as important to keep your transcription skills current. With speech recognition technology becoming more common and playing a larger role in the industry, employers are now looking for transcriptionists who have the specialized skill set required to work with the technology. Expand your resume to include training in medical transcription editing, and you will have the up-to-date skills necessary to evolve with the industry.

GET ACCESS TO MORE JOBS

As the dynamic medical transcription industry continues to evolve and speech recognition becomes more common, there will be more jobs that require the specialized skill set of medical transcription editors. These job opportunities will require a combination of the traditional medical transcription skill set and the knowledge and skills associated with editing roles. By adding these specialized skills to your resume, you'll have access to these new job opportunities and be well positioned as transcription jobs transition to editing positions.

PREPARE FOR THE FUTURE OF THE INDUSTRY

The U.S. Department of Labor 2010-2011 report on the medical transcription industry estimates:

- **A healthy job market** as industry employment is projected to grow by 11% before 2018. Many current medical transcription jobs may also transition to transcription editor roles.
- **A high demand** for transcription services, sustained by the continued need for easily shared electronic documentation. This high demand will also likely encourage more employers to move to speech recognition.
- **Growing number of professionals needed** in the field to amend patients' records, *edit documents from speech recognition systems*, and identify discrepancies in medical reports.

The use of speech recognition technology is evolving the medical transcription industry, and as the technology becomes more common the opportunities for those with medical transcription editor skills will only increase. Prepare now to take advantage of these opportunities!

DON'T BE LEFT BEHIND
ADD MEDICAL TRANSCRIPTION EDITING TO YOUR RESUME!
VISIT CAREERSTEP.COM/MTESUPP
OR CALL 1-877-209-1503 TO ENROLL TODAY



What You Get With the Career Step Program

ACCELERATED ONLINE TRAINING

The Career Step Medical Transcription Editor training program is designed to help you gain the knowledge and skills you need to expand your resume in just a few weeks. The course is offered entirely online, giving you 24/7 access to program material and letting you learn at a pace that fits your busy lifestyle.

FOCUSED APPROACH

The Medical Transcription Editor supplemental training program assumes that you have a solid, working knowledge of medical transcription and is structured to build on that foundation.

Medical Transcription Editor Focus:

- Editing and formatting physician-dictated medical records
- Fixing grammatical errors
- Improving content in an efficient and accurate manner

COMPREHENSIVE SUPPORT



Career Step has several support teams dedicated to student success. These teams are available during regular and extended business hours and are quick to respond to student questions and concerns.

THE PROGRAM ALSO INCLUDES:



Intuitive navigation



Images & visual enhancements



Interactive learning tools



Games & flashcards



Student forum and chat rooms



Training on M*Modal speech recognition software*

GET MORE INFO ONLINE!

See the program in action! Check out the demo at:
CareerStep.com/mtesupp-demo

Are you ready for the MTE supplement?
Take our skills evaluation at:
CareerStep.com/mtesupp-eval

* M*Modal is a trademark of Multimodal Technologies, Inc.



MTE Supplemental Program Syllabus

The Career Step Medical Transcription Editor supplemental training program is designed to help students gain the knowledge and skills necessary to edit speech recognition generated reports. Numerous exercises and assessments throughout each module ensure that students master each concept before moving on, and knowledgeable student support advisors are available from program start to finish.

PROGRAM ORIENTATION

This module provides an overview of training components, instruction on how to navigate the program, and tips and resources for getting the most out of the training program. A syllabus is included, outlining the learning objectives for each module in the program. Information on navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to become a successful medical transcription editor are outlined. The available resources are also presented along with a detailed study guide designed to enable a successful learning experience.

MEDICAL TRANSCRIPTION EDITING INDUSTRY

This module introduces the student to the dynamic, growing medical transcription editing industry. This module will cover industry trends, speech recognition operations, and medical transcription editors' roles and responsibilities.

EDITING THEORY

This module introduces the student to the fundamentals of speech recognition and medical transcription editing theory. Specifically, this module will encompass the speech recognition draft and its components, efficiency in the editing process, and the various errors to be aware of when editing.

EDITING TECHNIQUE

This module teaches the student to use speech recognition software. The student becomes familiar with keyboard shortcuts and basic use of the software as well as advanced skills such as editing during playback. Practice editing authentic medical reports prepares the student for the editing practicum modules.

EDITING CLINIC NOTE

This practicum module provides experience editing authentic clinic note dictation. This module is made up of a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, gastrointestinal (GI), OB/GYN, oncology, orthopedics, nephrology, and family medicine.

EDITING ACUTE CARE

This practicum module provides experience editing authentic acute care dictation files. This module is made up of basic hospital reports including ER, discharge summaries, operative reports, procedure notes, consultations, and history and physicals.

FINAL EXAM PREPARATION

Upon completion of the program, students will have the opportunity to assess their skills through a final exam. This module contains information about the structure of the exam, tips for passing it, and how to schedule a time to take it.

Approximate Unit Completion Hours

Program Orientation	1
Medical Transcription Editing Industry	5
Editing Theory	15
Editing Technique	20
Editing Clinic Notes	25
Editing Acute Care	40
Final Exam Preparation	0.5
TOTAL	106.5