



In partnership with technology training partner—Knowledge Matters LLC

## Certified Medical Transcriptionist (CMT/RMT)\* Course Number CE-1120 \$2720

Certified Medical Transcriptionists transcribe or convert recorded dictations by physicians into a written text in the prescribed document format. Troy University offers you the most effective way to become a Certified Medical Transcriptionist (CMT/RMT)\* in the growing medical support services sector of the healthcare industry. TROY's course for Certified Medical Transcriptionist provides a structured online training program to give you an effective, convenient and affordable way to achieve your certification goals.

Complete Training to prepare for the CMT or RMT Exam  
Convenient Anytime, Anywhere Training

### Includes:

- Fast-track, high-tech medical terminology training
- Complete online learning for transcription training
- Hands-on interactive exercises from patient charts
- Dictation practicum with actual physician dictation (no actors)
- CertBlaster for AHDI Certification preparation software
- Surgical Compendium
- Required software and foot switch
- A managed program to guide you through the course and help keep you on track
- Everything you need to become fully trained and ready to work

*\*To be consistent with the CMT Candidate Guide and be eligible to take the CMT exam the candidate needs to possess at least two years of acute care-type setting or equivalent experience in a multi-specialty environment. If he/she does not have the requisite two years of acute care experience he/she may want to consider taking the Registered Medical Transcriptionist (RMT) exam instead.*

### Medical Transcriptionist Certification Means Success!

Certified Medical Transcriptionists are in high demand throughout the medical support services sector of the healthcare industry. According to the Bureau of Labor Statistics, "With experience, medical transcriptionists can advance to supervisory positions, home-based work, editing, consulting, or teaching" and "Employment of medical transcriptionists is projected to grow faster than average for all occupations through 2014." Although generally paid by the word or by the line, professional medical transcriptionists can earn a great deal of money while often enjoying the benefits of working from home as recent advances in computer and networking technologies have allowed medical transcriptionists to use the Internet for the uploading and downloading of information. As with any position, pay rates vary by region. In some areas the median income for an experienced Certified Medical Transcriptionist can be approximately \$30,000. The course is **380 hours** and requires approximately 6 to 10 months depending upon the amount of time the student can devote to the program.

### In-Depth Training:

With TROY's Certified Medical Transcriptionist course you will learn the essentials of being a Medical Transcriptionist including understanding the language of medicine, anatomy and physiology, diagnostic, surgical, and laboratory procedures and treatment. You will learn how to translate medical jargon and abbreviations into their expanded forms. You will translate a variety of medical reports in a prescribed format. You will learn about confidentiality, legalities, familiarity with medical records and ethics. Becoming certified also serves the public interest because it assures that you have met the accepted standards of practice. Many employers require the credential. For some, it can lead to a premium in pay and possible career advancement.

**Exam Information:** Exam fee not included in tuition cost.

Troy University's Continuing Education programs are dedicated to meeting your training needs. These programs include certificate programs, customized business and industry training, personal development and professional development. The Continuing Education Unit (CEU) is a nationally recognized method of quantifying time spent in the classroom during professional development and training activities. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has satisfactorily completed significant non-credit educational and career enhancement experiences. One CEU is equal to ten contact hours of participation in an organized continuing education experience under qualified instruction. For more information about customized sources for your needs, please call your nearest TROY campus or site. All opinions, conclusions or recommendations expressed are those of the instructors and do not necessarily reflect the views of the University.

**Call (800) 368-2315**