



**ACADEMY**  
of MEDICAL PROFESSIONS

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## **MEDICAL TRANSCRIPTION**

Medical Transcription is the process of turning dictated medical information into typed records through the use of various types of equipment, such as micro-cassette recorders, Wav files, telephone systems and C-phones.

As a Medical Transcriptionist, you are responsible for receiving verbal information and typing that information into a word processing program, such as Microsoft Word or Word Perfect. This information must be transcribed accurately, using the format specified by the provider (SOAP notes, discharge summaries, and other report forms)

Basic computer knowledge is a must, as are basic typing skills and knowledge of commonly used word processing programs. Most doctors or transcription companies ask for a minimum of 60 WPM. Also, many companies now use the Internet, which gives you the opportunity to work out of your home without having to drop off and pick up tapes.

Our program now offers you the opportunity to learn how to use the internet and transcribe files through voice files, using FTP and Byte scribe/Express Scribe and foot pedals that connect to your computer. Our objective is to make sure you understand all the types of equipment that are out there for transcribing across the country. Our course is State Licensed, Insured and bonded and all instructors are at-home medical transcriptionists that will be sure to show you all the tricks of the trade that we personally use. We provide you with a list of job openings while going through the course and will keep in contact after graduation to make sure you are following through with the directions that were given in class regarding finding jobs and where to send your resume. Our website has a message board and job openings will be posted for your convenience, as well as a convenient way to ask questions as you are going through the program.

Medical Transcription is a profession that can also lead to other avenues of transcription. Most jobs provide good pay and benefits, with the opportunity to have an extremely flexible schedule and work environment. You can choose to work at home or in an office, providing services to professionals, such as medical providers, hospitals, insurance agencies, law offices, and physical therapy practices. You are not held to work just in your state. You can work all over the country from your home thanks to technology that is taught in our program.

If you complete the course with a satisfactory grade, you will receive a Certificate of Completion, a Letter of recommendation, a list of companies in the field with web site addresses and phone numbers, and we would be happy to provide personal references. Our instructors are professionals in the industry and can offer you the benefit of their knowledge and experience.

# TRANSCRIPTION COURSE DESCRIPTION

The transcription course requires the following classes:

- **Medical Terminology/Anatomy for ICD 10-** All homework, exercises, activities and chapter tests are taken online.
- **Medical Transcription-** The medical transcription portion of this class is strictly online working one-on-one with the instructor. The objective is to train you in the environment in which you will be working when you graduate. You will have an instructor in constant contact as you proceed through the program, and who will guide you as you watch your lectures and start your work. It is very important that you stick to the weekly syllabus to assure a prompt graduation from the program and also to provide you with a better learning experience. This method of training has been successful now for over 23 years with some students starting their own businesses from the program.

## TEXTBOOKS SUPPLIED FOR THIS PROGRAM

Medical Terminology and Anatomy for ICD 10  
Diehl's Medical Transcription Techniques and Procedures  
Stedman's Electronic Medical and Pharmaceutical Spellchecker  
Foot pedal, software, and earphones, and a student course guide

## STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal. If a student misses more than 3 live classes and does not watch the recorded lectures, or if an online student fails to provide weekly contact with the instructor via email for more than 3 weeks, the student will be subject to academic dismissal with no refund.

## ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required. **Proficiency in Microsoft Word and typing speed of 35 WPM are required for admittance into the Medical Transcription program.**

## ATTENDANCE POLICY

Due to the intensity of this course, the attendance policy set forth by the Academy of Medical Professions is strongly enforced. Missing a local terminology lecture must be preapproved by the instructor.

*Please be aware of the difficulty of this course. The time and effort that must be put into this program in order to graduate in 6 months requires 20 to 25 hours of study and homework time per week.*

MOST STUDENTS require 8 to 10 months to complete. There are **no financial penalties** for going longer, and this is encouraged. OUR GOAL: NO STUDENT LEFT BEHIND.

## REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform **the school, not the instructor in writing**. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with start date of the program.
2. If you terminate within three days of enrolling, provided you have not commenced training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books and \$85 for the foot pedal, unless they are returned unused. **The \$300.00 application fee is nonrefundable**. If no equipment, supplies, or unused books are returned, the total subtracted from the refund will be \$750.00. If all materials are returned, only the application fee will be subtracted.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00, the book fee of \$450.00 for course books and \$85.00 for the foot pedal. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

## SCHOOL CALENDAR

Online Anytime

### Our Partners

40 Maine Adult Education Centers, Southern Maine Community College, Columbus State University, Collin College, Harper College, East Connecticut Adult Education

**\*\*\*NOT ALL CLASSES MAY BE HELD LIVE IN ALL LOCATIONS AND ARE BASED ON ENROLLMENTS; HOWEVER, ALL CLASSES WILL BE HOSTED THROUGH LIVE TANDBERG AT EACH LOCATION\*\*\***

**\*\*\*GI Bill recipients follow different guidelines. If you are a GI Bill student please contact our office for more details\*\*\***



**MEDICAL TRANSCRIPTION COURSE ENROLLMENT AGREEMENT**  
(PLEASE PRINT, MAIL, EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_(H) \_\_\_\_\_(C)

E-MAIL: \_\_\_\_\_

I have earned a High School Diploma or Equivalent (GED, HiSET, etc.) (Initial here) \_\_\_\_\_

LIVE (Webex, see start dates on calendar) START DATE: \_\_\_\_\_

ONLINE (watching prerecorded classes) START DATE: \_\_\_\_\_

**SINGLE PAYMENT METHOD**

**\*\*\*\*Please make checks payable to the Academy of Medical Professions\*\*\*\***

- \$500 Deposit is required for Payment Plan Options
- \$300.00 Non-refundable enrollment fee is already included in the price
- Voucher Payments: ( I.E. Goodwill, Dept Of Labor, VA, Mycaa, Etc.)

**ONE TIME FULL PAYMENT**

**Self-Pay**

**Voucher**

\_\_\_\_\_

\_\_\_\_\_

**\$2,650** Medical Transcription All-Inclusive program

**Voucher Payments:**

**Name Of Organization Paying:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**If taking a program that requires Medical Terminology, please indicate the following:**

Place Start Date Next To Option

\_\_\_\_\_ I Intend To Take The Program All Together

\_\_\_\_\_ I Intend To Break Up My Courses By Taking Terminology First

Where Did You Hear About Our Courses? \_\_\_\_\_

If From An Adult Education Or College Brochure Please List Which One:

\_\_\_\_\_

## **PAYMENTS MADE BY CREDIT CARDS**

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

\_\_\_\_\_

FULL PAYMENT \$ \_\_\_\_\_ Date you wish to have payment taken: \_\_\_\_\_

PAYMENT PLAN DOWN PAYMENT Amount \$500.00 Date to take out deposit from credit card: \_\_\_\_\_

## **PAYMENT PLANS**

All payment plans do require a \$500 down payment which is deducted from the cost of tuition

\$2850 total \_\_\_\_\_ \$500 Down Payment/ \$300/month until paid in full.

SS# \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_ (initial) I agree to the payment plan chosen above

\_\_\_\_\_ (initial) I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to

## **CONTRACT AGREEMENT**

I, \_\_\_\_\_ hereby agree to the above mentioned terms of the program. I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_