

Thank you for your interest in the online **Medical Transcription and Editing Program** at Everett Community College (EvCC) in Everett, Washington. We are excited to provide you with more information about both our program and the MT/MTE industry.

This handout will provide you with the following information:

MTE Frequently Asked Questions

Becoming a Medical Transcriptionist or Medical Transcription Editor

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What do they do?

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For Additional Information

Contact Us!

Becoming a Medical Transcriptionist or Medical Transcription Editor

What is an MT/MTE?

- This is a medical transcriptionist (MT) or medical transcription editor (MTE).
 - Our program trains you to do both jobs.

What do they do?

- As an MT/MTE, you will create medical reports, correspondence and other administrative material for patients' medical records.
- You will listen to recordings dictated by physicians and other healthcare professionals and transcribe them or edit text generated by speech recognition software.
- You will work with a computer.
 - You will also use other hardware including a keyboard, headphones, a foot pedal, and possibly a dictation machine.
 - You will work with a variety of different software typically including a word processor (most often Microsoft Word), wav players such as Express Scribe, and sometimes job-specific platforms. As an MTE, you will work with speech recognition software and editing programs.
 - If you work from home, you will be working on the internet.

Would I be good at this?

- This is a career well suited for people with an interest in the medical field.
- You need to have attention to detail.
- You need good written and spoken English skills with an understanding of grammar.
- The ability to discern and understand complex spoken material is the core of the job.
- You need computer and word processing skills; the job is computer based and dependent on accuracy. Your final wages will be based on your productivity.
- This is a sedentary job; you need to be able to work at a computer for long hours.

Who would I work for?

- Our program graduates work as MT/MTEs for medical transcription services, hospitals, and clinics.
 - They work for large national companies and small private practices and everything in between.
- MT/MTEs work as employees or are self-employed as independent contractors or subcontractors.

Where would I work?

- Some people work "on site" in clinics, hospitals, or medical offices.
- Other people work "remotely" at home.

How much and when would I work?

- MT/MTEs work both full-time and part-time schedules.
- Hours are usually available around the clock.
 - Some companies require MT/MTEs to work in the daytime, some in the evening, and some offer incentive for working nights and weekends.

How much will I earn?

- This will vary depending on the job you get and how long you do it.
- Per the Bureau of Labor and Statistics, the median annual wage for medical transcriptionists is \$34,750 or \$16.71 per hour. (This is not likely to be a starting wage but one to earn with time on the job.)
 - Starting wages are typically relatively low but have significant potential to improve with time on the job.
- Often starting wages are production based; you are paid by how much work you produce, particularly when you are working from home.

- A medical transcriptionist is often expected to produce between 1000 and 1200 lines of transcription per day. A typical starting rate might be 7 cents per line; this can take you to \$84 a day. After time on the job, this can go up to 10 or 12 cents or more per line as you have more experience and your job options expand.
- A medical transcription editor's production is also calculated by the line; beginners are expected to produce between 225 and 250 lines per hour once they are fully trained on a job, and a reasonable starting rate for editing is 4 cents a line. This takes you to \$9 to \$10 an hour to start with. With experience, production levels are expected to increase to 400 to 450 lines per hour, taking us to \$16 to \$18 an hour.
- Hourly wages are usually paid for employees working on site in a clinic or a hospital and average in the \$16 to \$19 range.

Where can I get more information about wages and the job?

- The United States Department of Labor's Bureau of Labor Statistics is a good place to go: <http://www.bls.gov/ooh/healthcare/medical-transcriptionists.htm>. Most medical transcriptionists work for hospitals, physicians' offices, and third-party transcription service companies that provide transcription services to healthcare establishments. Others are self-employed. The following industries employed the majority of medical transcriptionists in 2014: Hospitals; state, local, and private, employed 32%, offices of physicians 23%, and administrative and support services, 21%. Many transcriptionists work from home offices, receiving dictation and submitting drafts electronically.

Regarding Work Schedules: "Most medical transcriptionists work full time, although about one-fourth worked part time in 2014. Medical transcriptionists who work from home may work outside typical business hours and may have some flexibility in determining their schedules."

This most recent update to the Occupational Outlook Handbook indicates the Job Outlook between 2014 and 2024 is expected to decline (noting that this number has been changing over the last several years with growth below average then to average, now here – we anticipate this to continue to change). It's also worth noting that many industry leaders disagree with this perspective. Our academic partner, Career Step, has a good presentation worth watching about this: [State of the Medical Transcription Industry video](#).

- Another good page is the [Bureau of Labor Statistics Occupational Employment Statistics page](#). Here you will see specific statistics regarding employment estimates and wages for MTs in different parts of the country, along with all sorts of other helpful details reflecting the most current information from May 2014 (last modified on March 25, 2015). (Be sure to scroll down through the whole page - there are all sorts of tidbits of different information there. If you hover over a state in a given map, it will pull up the information for that particular map as well.) This does NOT mean that a beginner MT/MTE will find work right off the bat at a particular wage level, but it does mean that for those who stick it out in this field and survive the beginning years where wages are notoriously low, there IS potential for wages that are competitive in the field. The median hourly wage is \$17.11 with a low hourly wage of \$10.68 and a high hourly wage of \$23.70.
- For state-by-state views of the occupational profile, visit [CareerInfoNet.org](#), sponsored by the U.S. Department of Labor. Type in MEDICAL TRANSCRIPTION and then select states for the [Occupation Profile](#).

Is there a future in this industry?

- There is talk that medical transcription is going away; we strongly believe it is not. The job may change; actually, the job WILL change, but there will be continued need for people in the process no matter what. When you complete our program, you are trained to do both medical transcription and editing. We've had more job opportunities available to our graduates in the recent past than ever before and more demand for top-notch students than we have students to share.
- It is our understanding from sessions at our professional conference in the last several years that employers prefer to hire recent graduates over MTs with years of experience for the expanding field of medical editing working with speech recognition technology. This is because the skillsets are different for each of these tasks, and many medical transcriptionists have been challenged retraining themselves to do something differently. Our students are trained to be competitive in the job market as both MTs and MTEs.
- All students who complete our program will have the opportunity to participate in the Graduate Services Program through Career Step (the online courseware we use as part of our program), although there are additional requirements for this beyond what is required to obtain your certificate from us. Currently, it is our understanding that they have 100% placement for the students who completing their program requirements as MTEs and 91% placement for MTs. (You would be qualified for both job categories.)
- While often entry-level jobs can seem to be difficult to obtain in the transcription world, our program using the Career Step courseware is one of the few that several large national-level employers actually consider valid preparation for their beginning positions. Entry-level jobs do not pay particularly well, but the MTE world is one of the places where you CAN work from home successfully and this opportunity brings its own set of pluses into the mix. Earnings are typically directly tied to productivity; as you become more productive, you earn more money.

The EvCC Medical Transcription and Editing Program

Our online Medical Transcription and Editing Program is a 100% distance education program that allows you to train from home. After successfully completing the 43-credit online program that can be completed at a recommended pace typically taking from four to six academic quarters to complete, you will earn a certificate of completion from the Medical Transcription and Editing Program.

Is the program reputable?

- Yes! We are approved by the Approval Committee for Certificate Programs (ACCP), a committee established by the Association for Healthcare Documentation Integrity (AHDI) to approve medical transcription education certificate programs.
 - This establishes that we are a quality medical transcription and editing education program that has been evaluated by a peer review process against a set of standards for entry-level medical transcription professionals.
 - This provides reasonable assurance that graduates will possess the necessary job skills for entry into the profession.

Is the school accredited?

- Yes! Everett Community College is accredited by the Northwest Association of Schools and Colleges.

- You will receive 43 transferrable college credits.
 - This course is an independent certificate program and must be taken in entirety. We do not transfer in credits from other programs.
 - Suitability for transferring our credits to another academic program is dependent on the requirements of the other program.

Where is the program taught?

- Our program is completely online with no campus activities.
 - Our students come from all over, including both the United States and international locations.

Is this a full-time or part-time program?

- We have options ranging from part time to full time and can customize your course load throughout the program to meet your individual schedule needs.
- For people with household commitments or part-time jobs, we often recommend our Popular Four-Quarter Track. This allows you to earn your certificate in four academic quarters, typically one year.
- If you work full-time or have extensive commitments outside of school, we have options including our Recommended Five-Quarter Track and the Convenient Six-Quarter Track.

What does it cost?

- The price of the program is constant no matter which track you choose (\$5,062.45 plus fees of \$422.50). You will be billed on a quarterly basis depending on how many credits you are taking in a given quarter. (This price is subject to change.)
- This price does not include Career Step extension fees of \$150 per four months if your enrollment in the program goes more than 12 months.
- You are also required to obtain Stedman's Medical Spellchecker at an anticipated cost of \$80.
- Microsoft Word is required but is available at no cost using your EvCC student e-mail.

Can I get Financial Aid?

- Yes! This program is approved by the US Department of Education for Federal Student Aid, including Pell Grants and Stafford Loans. Our program support specialists will help you through each step of the financial aid application process.
- Financial aid is available for all program loads ranging from half-time to full-time.
 - You can take the program at the pace that best suits you and still receive financial aid. (You do not need to take the program full time in order to receive financial aid.)

Do you offer any support after graduation?

- All EvCC MTE students have the chance to participate in the Career Step Graduate Services Program, which include additional career counseling and their Placement Direct resource.
- At the present time, graduates with Career Step Honors or High Honors status participating in the Graduate Services program have a 90% or higher employment rate.

Where can I get more information?

- For more information online about EvCC's Medical Transcription and Editing Program, visit www.everettcc.edu/mt.
- For more program information, contact the Medical Transcription and Editing Service Center at success@everettcc.edu or call 1-866-304-EvCC (3822).
- For financial aid information, contact our financial aid support team at 1.866.304.3822, Option #2, or at MC-MTEfinancialaid@everettcc.edu.

Taking Classes Online

How does it work?

- Throughout our program you work using your PC computer online using the internet and a browser, which would be Internet Explorer (which is required for two of the classes), Chrome, or Firefox. (Our courseware is not compatible with a Mac.)
- You will “attend” classes through our teaching platform, Canvas, and do coursework with our online educational partner, Career Step, where you will do the majority of your schoolwork.
- Depending on the program track you select, you may take anywhere from one to four classes at a time.
 - These are all taught completely online; you don’t even need hard copies of books! Your course material will be provided through Career Step with additional material in the Canvas classrooms.
 - You do need to have Microsoft Word (which you can get for free as an EvCC student) and Stedman’s Medical Spellchecker. When you register for your classes, we will provide you with a discount code so you are able to obtain this software online for about \$80.
 - The courses where you do transcribe and edit (MTE 200, 240, 280 and MTE 290) are both more intense and progressively more difficult than the “prep” classes. Throughout the program you will have over 1300 medical reports to transcribe and edit!
 - Your background in preparation for this dictation will include classes ranging from grammar and punctuation to pharmacology and laboratory data to anatomy, pathophysiology and disease processes.
 - You will transcribe and edit actual dictation of medical correspondence, clinic notes, basic and advanced acute care reports in medical specialties including but not limited to cardiology, gastroenterology, orthopedics, neurology, obstetrics and gynecology, ophthalmology, and otorhinolaryngology. You will work with emergency room, physical medicine, radiology, and pathology reports, including the “Basic Four” of history and physical reports, consultation reports, operative reports, and discharge summaries.

Do I need to attend school at particular times or on certain days?

- No! While there are weekly deadlines explained to you in your specific course syllabi, you can log in and do your work as is convenient to you throughout the week.
 - This can be at any time, day or night, any day of the week.
 - Some classes have participation requirements in discussion boards, but this is not about a specific day – rather multiple times during the week.

How much time should I allow for my classes?

- As a general rule, you will need to do three hours of work for every credit hour earned in a standard 10-week quarter. This will vary, of course, depending on your personal learning style and the specific courses. The transcription and editing courses are more challenging and progressively more difficult and often require more time.
- The single most common cause for failure is simply not doing enough work. Be sure you allow yourself enough time to effectively learn. Grades and the corresponding skills are crucial.

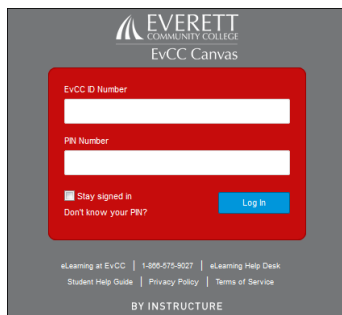
How do I interact with my teachers?

- Your teacher will work with you in online discussion boards and via e-mail.

- Remember, you have full access to both the classroom (Canvas) and the courseware (Career Step) all the time. This is a true “24/7” opportunity.
- Should you need to speak with an instructor directly, you can always arrange for a phone call.
- Program advising is done online through e-mail, but can also be arranged in person. To do this, contact MTEadvising@everettcc.edu.

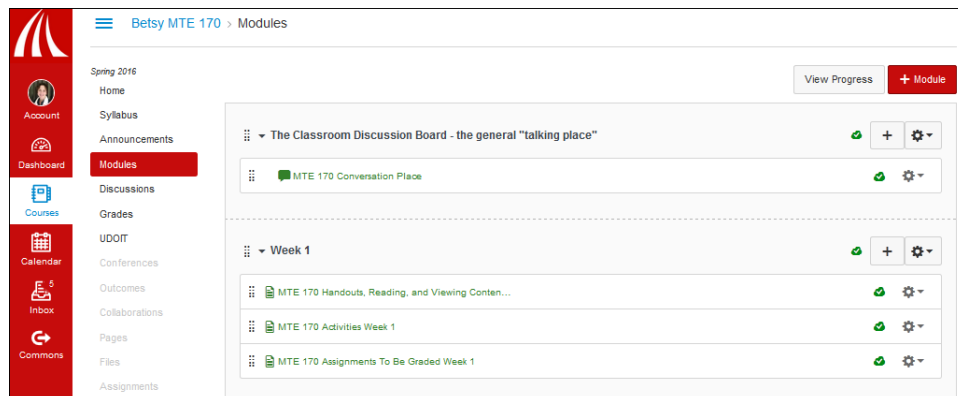
What’s it like taking classes online?

- Most people find taking classes online really easy, although if you are new to online learning, it can be confusing at first. (This is not to say the MTE Program is easy, but rather that actually taking classes online is not something to be concerned about.)
- You want to remember our program is designed to be user-friendly. You have LOTS of support available to you throughout the program.
 - Your instructors are available to help both in the classroom and via e-mail. Their contact information will be provided in the individual course syllabi.
 - There is online technical support for our teaching platform through the EvCC eLearning Center at elearning@everettcc.edu or 1.866.575.9027.
 - Should you need help with Career Step, their technical support is available at techsupport@careerstep.com or 1-888-657-5761.
- You will log in to both Canvas and Career Step. What you will see to start with is a log in page:



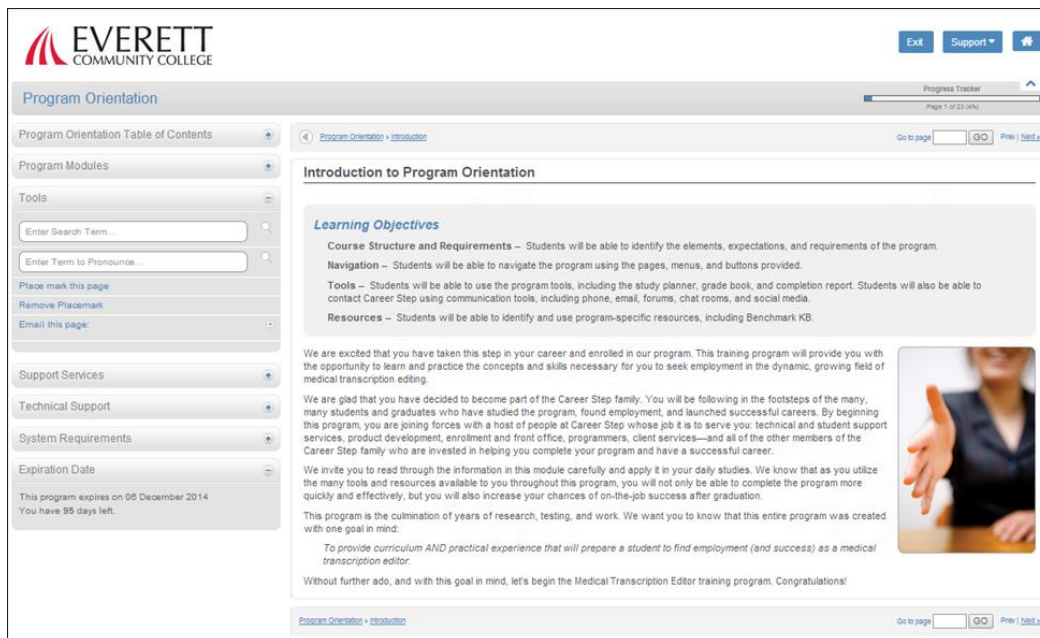
What does my classroom in Canvas look like?

- Once logged in, you will have access to all your enrolled classes individually in Canvas. In each of the classrooms, you will have full access to the syllabus, discussion boards and weekly lessons.
- From there, you will be able to “talk” with your instructor and other students, read assigned material, doing all the things you would do in any other classroom, all the way through to taking tests.



What will I do in Career Step?

- You will also be working in online learning modules in Career Step, where you will have both your “books” and the actual transcription and editing practicums.
- Course content in Career Step will take you through everything from reading material to exercises and tests. Dictation for transcription and editing will be accessed through Career Step. The program gives you the opportunity to transcribe and edit over 1300 actual medical documents, ranging from correspondence to basic clinic notes to extensive work in acute care reports. You will have the opportunity to work with M*Modal’s AnyModal Edit program, an actual industry platform, as well as improve your productivity by using word-expansion software, Shorthand. This training is a very big deal and part of what is going to set you apart from the crowd as you leave our program. You will have the REAL deal in your background.
- If you would like to actually explore the program material online as a guest, reach out to the MTE Success Team at success@everettcc.edu and they can arrange this for you.
- The following is what a typical page in Career Step looks like:



Do I need to buy books?

- Everything you need is included in the program and is completely accessible online. Hard copies of materials are not required. The Medical Transcription and Editing Program does work completely electronically, but for some people, the hard copies of the books offer a really valid learning tool (perhaps even a better way to learn for some depending on personal learning styles) and a long-term resource to have on hand after the program is over. The hard copies of the books for the program are available from Career Step. The cost for the 10-book set is \$250.00 plus shipping and handling charges of \$29.95. To purchase these, you will contact the Career Step Operations Department directly at 1-888-657-5752, option #2, and you can pay by credit card.
- Again, you do NOT need to buy books at all – the program is designed to be done completely online and everything you need for the program is provided. You will have to work on line no matter what - the books will not replace that - throughout the program; we want to be sure you are not surprised by this. If you are thinking about ordering hard copies of the books from Career Step, we’d suggest waiting until the classes start to see if you really will need them.

- You will need some software to complete the program. We require both Microsoft Word (which is available to all EvCC students for free with their school e-mail address) and Stedman's Medical Spellchecker. After you register for your classes, we will provide you with a discount code to obtain this online for about \$80.
- You will also need access to high-speed internet.

For Additional Information

What if I have other questions? Contact us!

- Ask them! We love questions. You can contact:
 - MTE Success Team
success@everettcc.edu
1-425-388-9034
Toll-free 1-866-304-EVCC (3822)
 - Elizabeth (Betsy) Stam, Program Director and Program Advisor at
estam@everettcc.edu
 - Sue Krajewski, CMT, AHDI-F, Instructor and Program Advisor at
skrajweski@everettcc.edu
 - Beffie Williams, CHDS, AHDI-F, Instructor and Program Advisor at
bwilliams@everettcc.edu
 - The Financial Aid Support Team for Medical Coding and Medical Transcription and Editing at MC-MTEfinancialaid@everettcc.edu

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