

Health Careers in Mississippi

A Publication of the School of Health Related Professions

MEDICAL TRANSCRIPTIONIST

About the Program

Medical transcriptionists translate and edit recorded dictation by physicians and other healthcare providers regarding patient assessment and treatment. Using a transcribing machine with headset and foot pedal, medical transcriptionists listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. To understand and accurately transcribe dictated reports into a format that is clear and comprehensible for the reader, the medical transcriptionist must understand the language of medicine, anatomy and physiology, diagnostic procedures, and treatment, and must be able to translate medical jargon and abbreviations into their expanded forms. Editing as necessary for grammar and clarity, the medical transcriptionist transcribes the dictated reports and returns them in either printed or electronic form to the dictator for review and signature, or correction. These reports eventually become a part of the patient's permanent file.

Credential/Licensure/Registration/Certification

Employers prefer to hire transcriptionists who have completed postsecondary training in medical transcription, offered by many vocational schools and community colleges. Completion of a 2-year associate's degree program-including coursework in anatomy, medical terminology, medical legal issues, and English grammar and punctuation-is highly recommended. Many of these programs include supervised on-the-job experience. The American Association for Medical Transcription awards the voluntary designation, certified medical transcriptionist (CMT), to those who earn passing scores on written and practical examinations. As in many other fields, certification is recognized as a sign of competence in medical transcription. To retain this credential, CMT's must obtain at least 30 continuing education credits every 3 years.

You may consider furthering your education at a later time to gain an AAS or AS in the fields of Medical Assisting or Health Information Technology.

Work Environment

Hospitals
Doctors' Offices
Medical Transcription Services
Home-based Offices for Law Firms and
Other Medical Offices

Program Availability

Hinds Community College
1750 Chadwick Drive
Jackson, MS 39204-3490
Telephone: (601) 372-6507

[For more information](#)

Class Capacity: 14
Program Begins: August
Program Length: 2 Semesters
Degree: Certification

North Mississippi Medical Center
830 South Gloster Street
Tupelo, MS 38801
Telephone: (662) 841-3070

[For more information](#)

Class Capacity: 6
Program Begins: Varies
Program Length: 4 months
Degree: Certification upon completion

Professional Associations

American Association for Medical
Transcription
P.O. Box 576187
Modesto, CA 95357

[AAMT Website](#)

[HOME](#)

EDUCATIONAL PROGRAMS

The School of Health Related Professions
The University of Mississippi Medical Center
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