

# PENSACOLA STATE COLLEGE

**Medical Records Transcribing  
(MDTR-ATD)  
Admission Packet**

**Contact Information:**

**Donna N. Flynn  
Program Manager  
850-484-2223  
[dflynn@pensacolastate.edu](mailto:dflynn@pensacolastate.edu)**

**Health Programs Admissions Office  
850-484-2210  
[healthprograms@pensacolastate.edu](mailto:healthprograms@pensacolastate.edu)**

## MEDICAL RECORDS TRANSCRIBING (MDTR-ATD)

### General Information:

Pensacola State's Medical Records Transcribing program prepares students for employment as medical transcribers. With additional courses, students can earn a two-year associate in applied science degree in Health Services Management or Medical Office Administration.

According to the U.S. Department of Labor, *Occupational Outlook Handbook 2010-2011* job opportunities are good with employment projected to grow on average between 7-13%, between 2008-2018.

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when needed, and key the text into a personal computer, editing as necessary for grammar and clarity. These documents eventually become part of patients' permanent records.

To understand and accurately transcribe dictated reports into a format that is clear and comprehensible for the reader, medical transcriptionists must have excellent keyboarding skills, be proficient in word processing, understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments. To help identify terms appropriately, transcriptionists refer to standard medical reference materials – both printed and electronic.

The majority of transcriptionists are employed in comfortable settings, such as hospitals, physicians' offices, transcription service offices, clinics, laboratories, medical libraries and government medical facilities. In many instances, medical transcriptionists can work from home offices as employees or sub-contractors for hospitals and transcription services. Average salaries range between \$10.87/hr and \$15.68/ hr depending on location and experience.

### MDTR-ATD

Medical Records Transcribing  
33 Credits Required

Applied Technology Diploma

---

## FREQUENTLY ASKED QUESTIONS

### Q: What is the Estimated Cost of the Program?

33 credits @ \$98.05 each, in-state (\$3,235.65)

Lab Fees Approximately: \$200.00

Additional Expenses (approximate):

Books/Approximately \$1,200.00

*Fees may vary and are subject to change. You may call the Registrar office to get the current cost.*

### Q: What are the Entrance Requirements for this Program?

- A. High school diploma or GED is required  
\* Student MUST maintain 2.0 GPA in ALL courses.

**Q: What are the Testing Requirements for this Program?**

**A:** TABE test  
Typing Proficiency Test – (minimum speed required is 40 correct words per minute)  
PERT

**Q: What is the Career Outlook for this Field?**

**A:** Career opportunities are many for Medical Transcriptionists.

**Q: What Other Occupations are Available in this Field?**

**A:** Medical Administrative Assistant  
Medical Records Technician

**Q: What is Available After Graduation?**

Graduates from the Medical Transcription program may advance in their field by continuing their education in other health related areas such as Health Information Management – Health Services Management – Medical Office Administration (two-year degree programs at Pensacola State College).

**Q: What is the Recommended Curriculum Sequence?**

<b>Fall Term</b>		<b>Credits</b>
LIN1670C	Traditional English Grammar	3
CGS1570	Computer Concepts & Applications	
<b>Or</b>	<b>OR</b>	3
OST1713	Word Processing I	
BSC1080	Essentials of Anatomy & Physiology	3
BSC1080L	Essentials of Anatomy & Physiology Lab	1
HSC1531	Medical Terminology	<u>3</u>
	<b>Total</b>	<b>13</b>
<b>Spring Term</b>		
OST1611**	Medical Transcription I (Spring only)	3
OST1461**	Medical Office Practice (Spring only)	3
HIM1442	Pharmacology	2
OST2135	Medical Documents	2
HSC1590W	AIDS/OSHA/Domestic Violence	<u>1</u>
	<b>Total</b>	<b>11</b>
<b>Summer Term</b>		
OST1612**	Medical Transcription II (Term B only)	3
OST1613**	Medical Transcription III (Term D only)	3
OST2943**	Office Systems Internship	<u>3</u>
	(offered Summer-Term D & Fall)	
	<b>Total</b>	<b>9</b>
	<b>Program Total</b>	<b>33</b>

\*\*The course has pre- or co-requisites, check Course Description Section

## Student Checklist for Application Process

Date when completed:

\_\_\_\_\_ Complete and submit the Pensacola State College Application (\$30) for general admission.

\_\_\_\_\_ Complete the Florida Residency Affidavit (if applicable).

\_\_\_\_\_ Request high school transcripts

\_\_\_\_\_ Request all college transcripts

\_\_\_\_\_ Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.

\_\_\_\_\_ TABE test

\_\_\_\_\_ Typing Proficiency Test

\_\_\_\_\_ PERT

# PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

---

Name of High School, College, or University

---

Address of School

---

City State Zip Code

**Please forward an official transcript of my academic work:**

- \_\_\_\_\_ College transcript
- \_\_\_\_\_ High School Record (showing graduation date or date of withdrawal)
- \_\_\_\_\_ General Education Development Test Scores (GED)
- \_\_\_\_\_ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to: **Admissions Office:  
Pensacola State College  
1000 College Boulevard  
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name: \_\_\_\_\_

Name used when attending the institution above: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Student Number; \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Current Address: \_\_\_\_\_

---

City State Zip Code

If there is a fee for this service, please bill me at the address above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_