



NEW STUDENT INFORMATION

MEDICAL TRANSCRIPTION EDITOR PROGRAM

What to expect as a new student:

Congratulations on enrolling in the Medical Transcription Editor program! You will soon receive a welcome email from Career Step with your access codes, information on how to log into the program, and contact information for Student Support Services. Please watch for the email and check your junk mail folder if you don't see it.

System Requirements:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x *
- Safari 4.x or greater (Mac only)*
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)*

** NOTE: The Medical Transcription Editor Program includes third party software tools that make the training only compatible with Microsoft Windows and Internet Explorer 7.x or 8.x.*

Online Curriculum Content (PROVIDED ONLINE ONLY):

Program Orientation

Medical Transcription Editing Industry

Technology and The Medical Professional
Keyboard Kinetics
Medical Word Building
Grammar and Punctuation
Anatomy, Pathophysiology, and Disease Processes, Block 1
Anatomy, Pathophysiology, and Disease Processes, Block 2
Mastering Medical Language
Pharmacology
Healthcare Documentation
Diagnostic Reports
Focus on Medical Specialties
Midterm
Introduction to Transcription
Transcription Clinic Notes
Transcription Basic Acute Care
Transcription Advanced Acute Care
Editing Theory
Editing Technique
Editing Clinic Notes
Editing Acute Care
Final Exam Preparation

Online Program Features:

- *Student access control* requiring individual sign-on and password for each student – each student may only access his/her own record
- *Administrative/Instructor access control* allowing access to only Academic Partner student records
- *Automatic Grading* for exercises and tests
- *Pronunciation words* to assist students in learning the medical and pharmaceutical terms
- *Career Step Student Forum* access for access to Program-related questions and answers
- *Career Step Chat room* access for participation in Career Step scheduled chat sessions and organized chats
- *Frequently Asked Questions* for answers to common questions
- *Automated help* function to direct questions to the appropriate support person
- *Integrated Program Structure* that divides the text into manageable sessions and lessons
- *Automated text comparison* that evaluates transcribed reports against a standard key

Included Reference Materials:

- BenchMark KB 15-month subscription

Text Companion:

Medical Word Building
Grammar & Punctuation
Anatomy, Pathophysiology and Disease, Blocks 1 and 2
Mastering Medical Language
Pharmacology

Healthcare Documentation
Diagnostic Reports
Focus on Medical Specialties
Editing Theory

Other Materials:

- PC transcription foot pedal (Subject to change based upon current supplier); Editing Software

Final Examination:

All students must complete and pass the final examination in order to receive a Career Step certification of graduation from the Medical Transcription Editor Program. The Career Step final exam is divided into two portions, objective and transcription. In order to receive a graduation certificate, the objective and transcription portions must each be passed with an 85% or better. The exam may be taken up to three times.

Certificates will be issued by Career Step in accordance with the following achievement levels:

- Certificate of Completion upon three failures of the final exam.
- Certificate of Graduation, 85 to 89.99%
- Certificate of Graduation with Honors, 90 to 94.99%
- Certificate of Graduation with High Honors, 95 to 100%

All qualified students will be awarded a Career Step certificate. Academic Partner may award its own certificate in addition to the Career Step certificate, at its option.

Career Guidance Package:

- *Graduate Consultation* – Opportunities to visit with a career guidance counselor to develop career plans.
- *Placement Direct* – For graduates seeking employment, Placement Direct provides tutorial information about resume building, successful interviewing and employment testing, employment considerations (such as home-based vs. on-site employment, employee vs. independent contractor status, etc.), building a business and obtaining contracts and so on. Placement Direct also provides various tools to assist graduates in researching and identifying their placement preferences, identifying potential employers that meet their needs (depending on their employment preferences), tracking their applications, reporting their employment to Career Step, etc.
- *Evaluation of resume or sales letter*
- *Referral Letter* – A letter to accompany a resume to introduce Career Step to a potential employer.
- *1 Year Help Hotline after graduation* – Toll Free assistance when you can't get help from your employer. Subject to the ongoing operation of Career Step as a school offering medical transcription.

Support Services:

Career Step shall provide student course support and student technical (technology related) support via email and toll free phone number during the initial 1-year enrollment period and during each extension of the enrollment period.

Refunds:

In order to receive a refund (not including an administrative fee and shipping) you must contact your school within 14 days of program enrollment. Any items received must be returned to Career Step.
