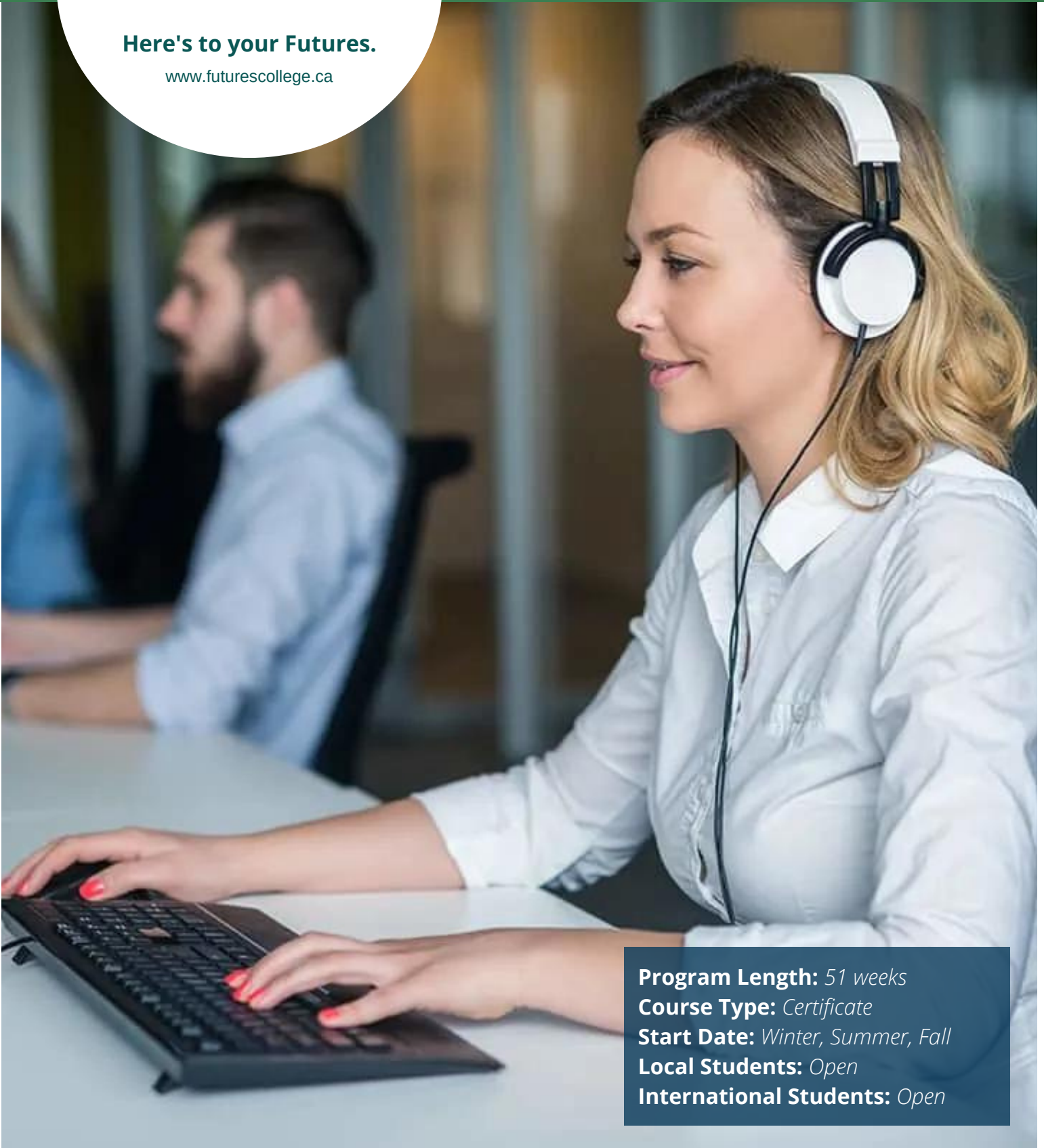




Here's to your Futures.

www.futurescollege.ca

MEDICAL TRANSCRIPTIONIST Certification Course



Program Length: 51 weeks

Course Type: Certificate

Start Date: Winter, Summer, Fall

Local Students: Open

International Students: Open



MEDICAL TRANSCRIPTIONIST

Receive your certification and advance in your career.

CERTIFICATION OVERVIEW

Medical Transcriptionist, also known as MT, is an allied health profession dealing with the process of transcribing voice-recorded medical reports that are dictated by physicians, nurses and other healthcare practitioners. Medical reports can be voice files, notes taken during a lecture, or other spoken material.

A Medical Transcriptionist career allows for someone to get a rewarding career as well as job stability. According to Statistics Canada, employment growth in the healthcare sector has been strong over the past decade and is expected to grow by 4.1 percent over the next couple of years.

Upon successful completion of this program, students will be equipped to:

- Manage the scheduling, coordination and organization of tasks and workflow within specific deadlines and according to set priorities
- Complete patient appointments and care records manually and electronically
- Use effective interpersonal skills and client centered services to respond to diversity and to meet individual, team, and organizational needs
- Record and transcribe client information and records using medical terminology and computer technology
- Complete accurate medical financial information and billing documents using established document formats and procedures
- Contribute to effective working relationships and to the achievement of team assignment goals
- Transcribe orders and client records using accurate drug information and names including generic and trade names
- Apply professional, ethical and legal standards to support effective health information management and coordination of communication

Graduates may find employment in a variety of care settings including:

- Long-term care facilities
- Home care services giving care to clients living in their own homes in the community
- Supportive housing settings including senior's apartments and retirement homes
- Group homes
- Hospitals
- Adult day programs
- Educational facilities



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Futures Canadian College of Business, Health, and Technology formerly Futures Academy of Health was founded in 2009 in Toronto, Ontario. Approved and accepted in November 2018 by the International Student Program, Futures Canadian College is now a Designated Learning Institute.

At FCC, we strive to provide the world-class education every student deserves. With well-crafted lesson plans, that are both informative and practical, we ensure that you learn all you need to know to jumpstart your career. Our co-op programs are relevant and supportive of your desire to land that dream job! We are committed to providing you with a learning environment that is well-equipped to motivate you to pursue your studies and ultimately, achieve your long-term goals.