

Medical Transcription and Editing



Professional and
Continuing Education

Study with California State University, San Bernardino and gain the skills you need to start a rewarding career as a medical transcriptionist. Medical transcription professionals play a key role in providing accurate medical records.

Who Should Attend

Those interested in working in the medical field as a medical transcriptionist or editor.

Skill Sets

- Gain the skills of both a medical transcriptionist and a specialized medical transcription editor
- Simulate the real world by training on hundreds of authentic physician dictations
- Prepare for the future of the industry as it relies more on speech recognition technology
- Train to begin working immediately upon graduation

Requirements

Must have access to a computer, Internet and an active e-mail account.

Certificate Completion

The curriculum is approved by the Association for Healthcare Documentation Integrity (AHDI), and it includes real-world practical experience to ensure you gain the skills you need to excel in the workforce.

Career Pathways

Medical transcription is primarily a work-from-home occupation, giving you the opportunity to have a professional career from the comfort of your own home. Most healthcare providers outsource their medical transcription work to national healthcare documentation companies, which hire medical transcription professionals from all over the country to transcribe and edit the records from their homes in an online, virtual work environment.



Training Time

Program Orientation	1
Medical Transcription Editing Industry Technology and the Medical Professional Keyboard Kinetics	5
Medical Word Building	5
Grammar and Punctuation	10
Anatomy, Pathophysiology and Disease Processes Block 1	15
Anatomy, Pathophysiology and Disease Processes Block 2	10
Mastering Medical Language	5
Pharmacology	15
Healthcare Documentation	10
Diagnostic Reports	20
Focus on Medical Specialties	30
Midterm	0.5
Introduction to Transcription	13
Transcription Clinic Notes	105
Transcription Basic Acute Care	100
Transcription Advanced Acute Care	150
Editing Theory	15
Editing Technique	20
Editing Clinic Notes	25
Editing Acute Care	40
Final Exam Preparation	0.5

Total Hours: 640

Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

For more information, contact the PACE Program staff at (909) 537-5976, or email pace@csusb.edu.

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