

Your key to the future



Owned & operated by:

Sue's Unlimited Limited

Mailing Address:

112 Osprey Drive

Welcome Bay

Tauranga 3112

Ph 07 544 3172

Fax 07 544 3173

Email sue@computertraining.co.nz

Certificate in Medical Transcription & Editing

Pre- enrolment Information Pack

Your key to the future





Owned & operated by:
Sue's Unlimited Limited

Mailing Address:
112 Osprey Drive
Welcome Bay
Tauranga 3112
Ph 07 544 3172
Fax 07 544 3173
Email sue@computertraining.co.nz

Dear prospective student

Thank you for your inquiry about the New Zealand Certificate in Medical Transcription and Editing. This is a very exciting and practical course, providing valuable work skills in the medical transcription and Editing industry.

There is currently a nationwide and international shortage of trained medical transcriptionists. Excellent work opportunities are available within New Zealand, either within the local health industry or within the fast-growing industry with work that has been outsourced from the United States or United Kingdom to New Zealand. In order to gain well paid positions, particularly with offshore work, it is recommended that candidates are qualified. The industry supports this qualification and has had input into the design of it. So, if you:

- Love typing and have a minimum speed of 45 words per minute
- Have an interest and/or related experience in the health industry and medicine
- Have good listening skills
- Have a basic working knowledge of Microsoft Word, intermediate skills using the Internet and sound file management skills
- Would like opportunities to work from home

then this is the course for you. The course is online so you will need a computer and Internet connection. You will have the flexibility of studying at your own pace, at your own place and will enjoy the ongoing support of a facilitator who will ensure that you keep up with the course work required and provide you with feedback.

Upon successful completion of this course you will gain a New Zealand Certificate in Medical Transcription and Editing which is approved by the New Zealand Qualifications Authority, and is currently the only qualification of this type in New Zealand.

This is either a full time 1 year or part time 2 year course with tuition fees of \$5248.00 including GST for New Zealand citizens and additional course related costs for text books; a transcribing pedal, software and headset; and a word expander. If eligible these may be funded with a student loan.

We have enclosed for your information, details of the course, a few of the most asked questions and a questionnaire designed to determine your readiness for online learning. If you would like more information, please call or email Chris on chris@computertraining.co.nz or (07) 544 3172 or just complete the enrolment form and send it in.

Yours sincerely

SM McDonald
Managing Director

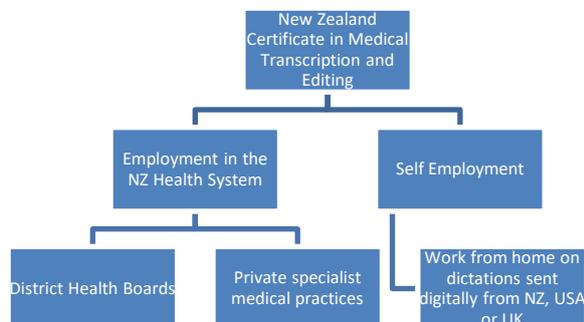
Encs.

Table of Contents

General Information	4
Your career opportunities:	4
What is medical transcription?.....	4
Entry Requirements.....	5
Course Duration:	5
Course Dates:	5
Assessments	5
What Qualifications will I come out with?	5
Course fees - What will I pay?.....	5
What will I Learn?	6
Course delivery:	6
Person Specification for Medical Transcription Students.....	8
The Enrolment Process	9
How to apply:.....	9
Successful Applications:	9
Enrolment Checklist.....	9
Student Fee Protection	10
What happens if I withdraw from the Course?	10
FAQs - Frequently Asked Questions	11
Additional Information	12
Here's what some prospective employers had to say	13
Here's what some former students had to say	13

General Information

Your career opportunities:



What is medical transcription?

A medical transcriptionist (MT) listens to dictated recordings made by physicians and transcribes them into medical reports, correspondence, and other documents. Most healthcare providers transmit dictation to MTs using either digital or analogue dictating equipment.

They generally listen to recordings with a headset, using a foot pedal to play and control the recording as necessary, and key the text into a word processor, editing for grammar and clarity. Completed documents, which eventually become part of patients' permanent medical record files, are sent to the dictator for review and signature.

Accuracy is essential for this role. MTs must understand medical terminology, anatomy and physiology, diagnostic procedures, and treatment. MTs must comply with specific standards that apply to the style of medical records, in addition to the legal and ethical requirements involved with keeping patient records confidential.

As a graduate of this course you will be able to enter employment within the medical transcription industry with the relevant professional, practical and technical competencies.

Medical transcription is a medical language and healthcare documentation specialty, not a keyboarding specialty, and intensive study is needed to acquire a high level of fluency in the medical language. Remember, you are gaining knowledge that will translate into a lifetime career!

The advent of the internet is seeing some new careers evolve that are presenting interesting opportunities for flexible working options.

One such career is that of the remote based medical transcriptionist. In NZ, a medical transcriptionist can work in a hospital or specialist doctor setting, work from a home office for a transcription company who sources work, or they can source their own contracts either locally or overseas.

Internationally and nationwide, there is a shortage of skilled medical transcriptionists. In the US alone there is a shortfall of some 200,000 employees or contractors. Given the benefits of a digital dictation environment, outsourcing is a common option. Evidence indicates that a home based medical transcription industry could support the introduction of some 500 qualified transcriptionists who would work either in the NZ industry or from their homes in New Zealand on transcription that has been outsourced from offshore – US, UK and Australia.

What will I Learn?

There is an emphasis on practical application of the technical competencies learned.

Study at your own pace, at your own place with this online learning course. Enjoy constructive support with regular guidance & feedback from your facilitator and online contact with fellow students.

The course covers five broad content areas:

English Language

The study, synthesis, and application of the rules of English language and medical transcription style.

Medical Knowledge

Learn about Medical Terminology, Anatomy & Physiology, Concepts of Disease, Pharmacology & Laboratory, and Body Systems.

Technology

Learn how to set up and use the technology required for medical transcription. Equipment purchased to use in this course will set you up for self-employment after you graduate.

Medicolegal Aspects of the Healthcare Record

Introduction to healthcare documentation, including the voluntary and regulatory standards related to the healthcare record and the study and application of medicolegal concepts and ethics in the medical transcription profession.

Medical Transcription Practice

Transcribe healthcare dictation, using all skills learned, while meeting progressively demanding accuracy standards.

Course delivery:

The delivery of the content areas is spread across six distinct blocks of study:

Block One

- Introduction to English Essentials
- Word Building
- MS Word
- Production & Quality Introduction
- Professionalism
- Transcription

Block Two

- Transcription
- Pharmacology and Laboratory
- Haematology
- Lymphatics
- Respiratory
- Cardiology
- Medical Transcription Professionalism

Block 3

- Neurology
- OB/GYN
- GU / Male Reproductive
- Gastroenterology
- Professionalism
- Additional Dictations

Block Four

Special Senses
Dermatology
Endocrinology
Geriatrics and Paediatrics
Professionalism
Additional Dictation

Block Five

Psychiatry
Oncology
Pathology
Genetics
Emergency Medicine and Infectious Diseases
Professionalism
Additional Dictations

Block Six

Radiology and Nuclear Medicine
General Surgical Procedures
Orthopaedics
Confidentiality
Employment Tests
Additional Dictations

Additional information about the topics to be studied will be sent to successful applicants.

Each block is assessed using a variety of methods:

1. Timed online quizzes that are marked by the computer
2. Discussion board participation
3. Practical transcription of dictations
4. One essay assessment

All assessments are marked against a pre-set criteria to ensure a consistent standard. Marks from each assessment undertaken will count towards the final pass mark for the course.

Person Specification for Medical Transcription Students

These are attributes that typically form part of the “ideal person” specification for transcriptionists. Once Qualified consider whether you would meet these requirements.

	Skill required prior to enrolment	Skill taught and/or practiced during course
Typing speed of 70 wpm	45 wpm, 90% accuracy	✓
Competent in the use of Microsoft Word and Windows	✓	✓
Ability to operate designated dictation and transcription equipment and to perform basic troubleshooting procedures	✓	✓
Knowledge of medical terminology, anatomy and physiology, clinical medicine, surgery, diagnostic tests, radiology, pathology, pharmacology and the various medical specialties as required		✓
Knowledge of medical transcription guidelines and practices		✓
Sound knowledge of English grammar, spelling and composition to ensure completed work is of a high standard	✓	✓
Able to follow procedures and instructions	✓	✓
Culturally sensitive	✓	
Ability to understand diverse accents and dialects and varying dictation styles	✓	✓
Ability to use designated reference materials	✓	✓
Displays effective questioning, listening skills	✓	
Knowledge and ability to apply the Privacy Act	✓	✓
Ability to transcribe complex dictations to a high standard of accuracy		✓
Professional attitude to work and ability to work independently with minimal supervision and under pressure with time constraints	✓	✓
Ability to concentrate	✓	✓
Excellent eye, hand and auditory coordination	✓	✓

The Enrolment Process

How to apply:

1. Write a letter of application, stating why you think you would make a competent transcriptionist, and email it to chris@computertraining.co.nz as a MS Word attachment.
2. Either Post hard copies of the documents listed below to: 112 Osprey Drive, Tauranga 3112, or scan and email the documents to us as PDF files. Please ensure all required documents are sent/emailed as we are not able to process your enrolment until we have all documentation.
 - a) Your signed enrolment form, which can be downloaded from the *Information Pack* page of the website, with all information completed.
 - b) A copy of the “Are you ready for online learning?” questionnaire.
 - c) Provide certified copies of;
 - i. **Proof of NZ citizenship or residency***. We have a statutory obligation to collect proof of citizenship before we can accept your enrolment. Please note that a driver’s license does not prove that you are a New Zealand citizen. A passport or birth certificate are acceptable forms of proof. The name on the birth certificate should match the enrolment name if not, e.g. in the case of a woman who has changed her name by marriage, please enclose a copy of your marriage certificate also.
 - ii. **Educational pre-requisites***: Sixth Form Certificate, NCEA Level 2, equivalent or higher educational qualifications.

* Please provide a *certified* copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP) or a solicitor. You can find a list of Justices of the Peace in the yellow pages of the telephone book.

Upon receipt of the completed enrolment application, applicants will be invited to sit an online entrance test prior to acceptance for the course.

Successful Applications:

The following documentation will be sent to successful applicants to complete the enrolment process:

1. Tuition agreement
2. Public Trust Application form (to set up an account for protection of your tuition fees)
3. Agreement for purchase of course related books and equipment.

These documents require copies with original signatures to be held and thus will need to be returned by post, together with payment of your course fee. Information about how to apply for a student loan to fund your study is also enclosed with this document.

After we receive signed copies of the tuition agreement, trust account application and payment of your fees, a further information pack will be sent to help you get started with your course.

Enrolment Checklist

Please ensure you include the following documents when you send your application in:

- | | |
|---|--------------------------|
| Completed Enrolment Form including IRD and Bank Number and signed? | <input type="checkbox"/> |
| Proof of ID, appropriately certified? | <input type="checkbox"/> |
| Proof of educational pre-requisites e.g. 6 th Form Cert | <input type="checkbox"/> |
| Completed “Are you ready for online learning?” questionnaire | <input type="checkbox"/> |
| Signed order form for equipment purchase? | <input type="checkbox"/> |
| Have I applied for my Student Loan or enclosed a cheque as payment of fees? | <input type="checkbox"/> |

Student Loans

The entire tuition fee can be funded via a student loan. An additional amount of \$1,000 can be applied for the cover course related costs such as your text books and equipment. Tuition fees are paid direct to the trust account and then passed on to the training provider. Course related costs are paid direct to the student, who can then use the funds to purchase books and equipment. It is important to sign and return your student loan contract quickly when you receive it to ensure that there are no delays in processing your application.

For full information on student loans and to apply online go to www.studylink.govt.nz

Student Fee Protection

The New Zealand Qualifications Authority requires that we protect student fees by placing them in a trust account on your behalf. Click this link to read about the trust account system we use:

<http://www.ptnz.co.nz/ecap/splash/truststudent.jsp>

To comply with the fee protection requirements, you will be asked to sign an application form to set up your trust account as part of the enrolment process.

All tuition fees are deposited into an account with the Student Fee Trust Account, Public Trust, PO Box 31543, Lower Hutt. In the event of company failure, or withdrawal of registration by NZQA, the unused portion of fees would be refunded to the student. Should *Sue's Computer Training* go into liquidation, or receivership, refund of student fees would have the first priority of those claiming funds from the company.

What happens if I withdraw from the Course?

If a student wishes to withdraw from the course, they must advise *Sue's Computer Training* management in writing. Fees will be refunded from the date of receipt of the withdrawal letter, subject to the following conditions:

- For withdrawal up to the end of the eighth day of the course, fees will be refunded less 10%, or \$500, whichever is the lesser amount. Management will then advise Student Fee Trust Account, Public Trust, PO Box 31543, Lower Hutt; who hold the fees in a trust account on the student's behalf and they will arrange a refund.
- Course fees will not be refunded for a student who withdraws from day 9 of the course onwards.

If a course is cancelled by Sue's Unlimited Ltd:

- Within the first 8 days, fees will be refunded in full.
- If the course is cancelled after the first eight days, i.e, from day 9 onwards, fees will be refunded on a pro-rata basis.
- A full copy of this policy will be provided with your tuition agreement.

FAQs - Frequently Asked Questions

Do you guarantee work at the end of the course?

No, we cannot guarantee work as we do not have any control over the health industry or the transcription companies. However, we do give you information, in Block 6 of the course, about how to go about seeking work when you graduate. We also supply graduate results (with your permission) to local transcription companies, who may be in a position to offer internships and jobs.

Do you help find work for students at the end of the course?

No, although we are in regular contact with local transcription companies who inform us of work opportunities they have coming up and we will pass this information on to students. We have an arrangement with one local transcription company that offers paid internships to a number of students who graduate from the course to assist them to make the transition from graduate to fully productive employee.

I have previously worked in the medical profession – can I get cross credits or recognition of prior learning for what I already know?

Possibly. Each case is assessed on an individual basis and you need to provide written evidence of your prior knowledge which is then compared to the course requirements. Alternatively, you can choose to sit the relevant assessment prior to completing course work to “prove” your knowledge. If you pass, you would not have to sit the assessment for that segment of the course.

Am I too old?

Probably not – age is not a barrier if you choose to work as a self employed contractor within the industry.

What typing speed do I need to be accepted?

We recommend 45wpm with 90% accuracy to ensure the best chance of success with the course and with future employment opportunities, although we will sometimes accept lower speeds if all other aspects of the application are favourable. You will need to work towards achieving at least 70wpm by the time you graduate to ensure good job opportunities.

What if my typing speed is not good enough?

In exceptional circumstances, a student might be accepted with less than 45wpm, but that student would need to have a high level (proven) of medical knowledge. Students with less than 45wpm typing speed will find it difficult to achieve the required 70wpm by the end of the course and so will be disadvantaged when applying for jobs after graduation. We suggest you undertake a typing skills programme to improve your speed prior to enrolment.

What if I don't have the necessary educational pre-requisites?

Send a copy of your CV along with your application. List at least two work-related referees that we can contact to verify information.

How much can I expect to get paid?

Current earnings within NZ vary according to whether the transcriptionist works within the NZ health system or on offshore work. An informal survey conducted in 2011 confirms that rates between \$19 and \$25 per hour are currently being achieved in NZ.

What characteristics do I need in order to become a medical transcriptionist?

You need excellent English grammar skills, as well as a strong interest in and knowledge of the medical language. You need good visual and auditory ability and excellent listening skills. You need reasonable keyboarding skills and must be able to work for long hours, often in a high-pressure environment. A high level of concentration for extended periods of time is also important.

I have already been trained in another medical field. Why do I need further training?

Learning how to listen with discrimination requires practice and guidance from an experienced medical transcription instructor. If you already have the requisite keyboard skills, the additional courses you need will include many hours of transcribing practice. You probably have a head start, but you will need to learn how to integrate your medical knowledge with keyboarding and listening skills.

Additional Information

What does a medical transcriptionist do?

Medical transcriptionists (MTs) are specialists in medical language and healthcare documentation. They interpret and transcribe dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., editing dictated material for grammar and clarity as necessary and appropriate.

The process of medical transcription may involve editing text that has been produced by speech recognition. This requires listening to dictation while reading a draft created via speech recognition technology and editing the text on a computer screen. This editing may range from minimal to extensive, depending on the capabilities of the speech recognition software and the dictating habits of the originator, and may include correction of content as well as punctuation, grammar, and style.

Where do medical transcriptionists work?

Medical transcriptionists work in hospitals, clinics, doctor's or specialist's offices, transcription services, insurance companies, home healthcare agencies, and other locations where dictation for the purpose of healthcare documentation requires transcription. Many MTs work from their homes as independent contractors, subcontractors, or home-based employees.

Will it be easy for me to get a job?

As with all newly qualified professionals, securing that first position can be challenging. Production demands may prevent hospitals and transcription services from hiring inexperienced people. We recommend that you investigate your local job market **BEFORE** you choose the career and invest in the education. First do the research, then get a good education, and then be creative and persistent.

We recommend you contact your local District Health Board or you could also try checking websites such as www.seek.com to verify employment opportunities in New Zealand.

Here's what some prospective employers had to say . . .

Rosemary Turner Waugh, director of Transcriptionz Ltd (a local company that sources work from both locally and internationally) had this to say recently:

"I can confirm that there is a worldwide and national shortage of medical transcriptionists - they can work in the hospital system, specialist practises and of course some companies like ourselves are using people for offshore work.

If you develop good skills and are interested in continuing to learn, there are opportunities for placement".

A number of the district health boards have expressed interest in hearing from graduates from the course, and **Shona Trubshawe from Waitemata District Health** says almost all hospitals need more transcription staff.

"We are keen to see this programme attract a number of good students, because we know it is so hard to find skilled staff. Students can also work in specialist practises, or join the growing offshore opportunities that are available on the internet."

Here's what some former students had to say . . .

The online medical transcription course was the perfect opportunity at the perfect time for me. The benefit of being able to study online was a huge bonus as my daughter was ten weeks old when I began the course. This gave me the opportunity to study around my daughter's ever changing schedule.

Shortly after graduating I was given the opportunity to begin as an intern for a local organisation. This has also allowed me to work from home and remain flexible as a single mum. In this economic climate there are very few chances to find a career path that allows you to work around your lifestyle.

Hayley

The MT training course has changed my life! My children are at school, I live on a farm and I don't drive so this was a perfect way for me to learn online. I had no medical knowledge beforehand but the course notes were easy to understand and the facilitator was very helpful. I made a great career choice. I am now employed at home doing a job that I love!

Mary Ann

When Merrill Kenyon from Te Puna decided she wanted to work from home instead of in an office environment, she had previously been a medical typist at Tauranga Hospital. "I love typing and loved working in the medical field. When I heard about the opportunities in outsourced medical transcription, I decided I would retrain myself to be able to work entirely from home in the future".

Merrill is now working in the US market. "When you work from home, you have to be organised and disciplined. You have to like working out problems, have good hearing and pay attention to the detail. A person who wants to "get it right" is the type of person who will make a good transcriptionist and of course you have to love typing!". There is some flexibility in this type of work. Merrill often starts work early, then takes a break during the day, returning to the PC in the later part of the afternoon. "If I worked in the hospital system, I would have to work a full 40 hours per week, Monday to Friday! And all that travelling!"

She found it interesting to pick up studying once again. "My grades were always good, and I made sure I put the time into training. This has now paid off and I have been working from home for a US account for over a year now.

Merrill

And when asked about the strengths of the course . . .

- *Prompt support from our facilitator.*
- *Giving lots of extra transcriptions, good readable notes.*
- *In-depth theory*
- *Up to 3 resits available on most tests (except finals)*