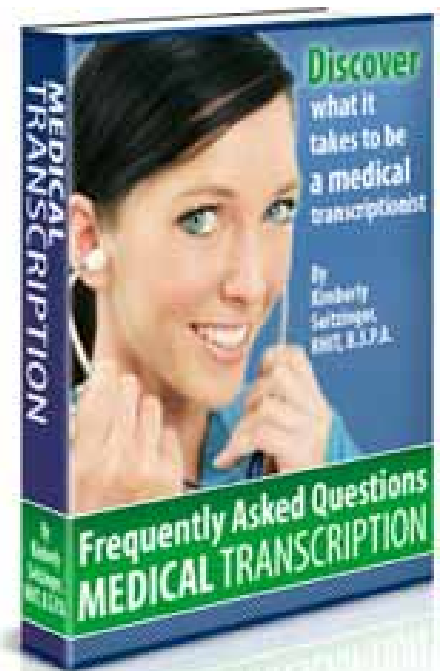


Discover what it takes to be a Medical Transcriptionist

A Compendium of Your Frequently Asked Questions for the inspired and curious

I have spent countless hours on the internet reading forums and posts from hundreds asking the same questions over and over. In this well-developed and well-thought out ebook, your questions are answered in one setting, no waiting, no searching. It is my sincere wish and hope you find your way into the medical transcription field. The industry needs you.

Kimberly Seitzinger, RHIT, BSPA



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Table of Contents

Copyright.....	2
Table of Contents.....	3
MEDICAL TRANSCRIPTION?	5
What are the requirements?	6
What is the earning potential?	8
What is meant by line count?.....	9
How do I count my lines?	10
What if I am paid hourly or by the minute?.....	10
Can I work from home and be a WAHM? (pronounced WHAM)	13
Is speech/voice recognition going to replace the MT?	14
What do I do next?	15
A day in the medical transcription office.....	16
Additional recommended reading:	25
Linking in FMI (for more information):	25
About the author	25

Dedicated to anyone who is trying to reach their destination and just do not know where to begin....Congratulations....you have taken the first step

Listen to the voices in your head

You have heard about it and may have read about it ...

JUST WHAT EXACTLY IS ... **MEDICAL TRANSCRIPTION?**

Simply....the process of using a keyboard to type dictated words. If I were speaking into a recorder, I would be dictating. The act of transcribing involves the typing of the recording into a computer software application such as word processing software. The medical part involves the area of specialty, in this case we are referring to medicine. Physicians dictate and the transcriptionist transforms the spoken word into text via the keyboarding process to create the document which becomes a part of the patient medical record.

*As a self taught medical transcriptionist, I have made a career from my experiences. From transcribing daily to managing, interviewing, hiring, training and teaching in this dynamic field. It **IS** possible to achieve your goal.*

That's it? Afraid not. There is much more to it than that.

The reality is medical transcription is challenging, interesting, sometimes difficult and an integral part of completing the documentation of the patient's medical care. One can say our job plays an indirect role in providing patient care. In our endeavor, and I imagine what you are most interested in, is the physician dictating patient reports. I'm sure you have been seen by a physician at some point in your life. Maybe you have been lucky to avoid hospitalization and have been seen by the physician in the office. In either case the physician documents a medical record of your visit. If you have been hospitalized, the documentation of your hospital stay is similar but must meet additional requirements. Once seen by the physician the physician will dictate the observations based upon the examination and/or treatment. As a transcriptionist, you listen to the voice in your head and type the dictation.

Sound simple? It can be. But due to the nature and the content of the medical record, a transcriptionist must possess and/or acquire specific characteristics to meet the requirements for training and employment.