

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL TRANSCRIPTION

SCHOOL OF HEALTH SCIENCES

BECOME AN INTEGRAL PART OF A HEALTH CARE ORGANIZATION

As the demand for standardized records increases, so could the demand for skilled professionals with the proper knowledge and training in the field. Help meet this demand with Kaplan University's Associate of Applied Science in Medical Transcription program. The degree is designed to prepare students with the knowledge, technical skills, and work habits required for an entry-level position as a medical transcriptionist.¹

WHAT'S INSIDE:

- ▶ Career Outcomes
- ▶ Curriculum Highlights
- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.

A different school of thought.®



**KAPLAN
UNIVERSITY**

DEMAND FOR SKILLED MEDICAL TRANSCRIPTIONISTS IS ON THE RISE

According to the Bureau of Labor Statistics, employment of medical transcriptionists is expected to grow 11 percent through 2018, faster than the average for all occupations.² Additionally, employers prefer to hire transcriptionists who have completed postsecondary training in the field.²

As the aging population increases so should the demand for medical transcriptionists.² These older age groups receive more tests and treatments that require documentation.

Now could be a great time to enter the medical transcription field. Pursue an associate's degree in medical transcription from Kaplan University and make the most of these industry trends.



A BROAD RANGE OF STUDY FOR A BROAD RANGE OF RESPONSIBILITIES

An Associate of Applied Science in Medical Transcription is designed to help train students to transcribe and edit medical dictations with accuracy, consistency, and timeliness, while upholding the privacy and security of health care data. Medical transcriptionists could also pursue work in many different medical disciplines. They work in hospitals, physicians' offices, and a broad range of other medical facilities. In addition, work is frequently outsourced to independent contractors who operate their businesses from home.

Prior to graduation, students are required to complete an externship in the form of a simulated work from home experience to gain the valuable on-the-job experience many employers demand.

Through rigorous coursework and traditional teaching methods, Kaplan University could help prepare you to get ahead in the medical transcription field.¹

DAY-TO-DAY ACTIVITIES WILL VARY, BUT HERE ARE SOME POSSIBLE TASKS THAT MEDICAL TRANSCRIPTION GRADUATES COULD PERFORM:¹

- Transcribe medical dictations
- Edit medical dictations
- Utilize medical terminology
- Interpret and transcribe a variety of medical reports
- Translate medical terminology and abbreviations into their expanded forms
- Comply with style standards of medical records
- Format electronic reports

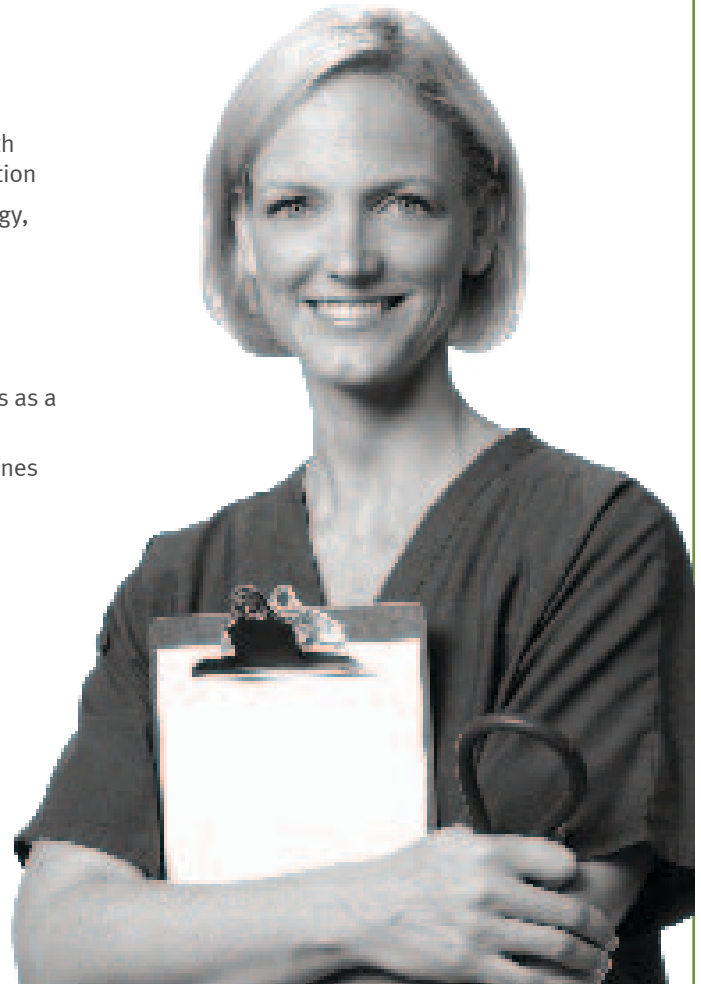


GAIN THE KNOWLEDGE YOU'LL NEED TO MEET INDUSTRY DEMAND

Kaplan University's **Associate of Applied Science in Medical Transcription** program is designed to prepare students to enter the medical transcription field through academic and transcription skill preparation.¹ Graduates of this program who meet the requirements of the Association for Healthcare Documentation Integrity may be eligible to sit for the Registered Medical Transcriptionist examination.³

Kaplan University's program curriculum emphasizes:

- Transcription of health care dictation
- Preparation of patient care documents
- Development of typing accuracy and speed, and competency with software applications most commonly used in medical transcription
- Comprehension of medical terminology, anatomy and physiology, and pharmacology
- Employment of the professional, ethical, and legal standards in health care practice
- Strong communication skills
- Integration of knowledge from behavioral and biological sciences as a basis for allied health practices
- Embodiment of professional behaviors as defined by the disciplines of allied health



Program Detail

Associate of Applied Science in Medical Transcription

- Credit Hours: 90

HERE IS WHAT ONE STUDENT HAD TO SAY

Michelle Parmeter⁴

• Kaplan University Graduate, January 2009

“ I honestly, wholeheartedly can say I feel very confident in the quality of the education I received from Kaplan University. I recommended my husband to go...He now attends Kaplan University because he [saw] the changes that happened in me, the confidence that I take with me now.

“Kaplan University has been huge in my achieving my goals...I am the first person in my family to ever graduate with a bachelor's degree...I have four little girls and it was important for me to show them that it could be done...Kaplan University has definitely made that possible. ”

KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT[®]

THE KAPLAN COMMITMENTSM—EXPERIENCE KAPLAN UNIVERSITY WITH NO TUITION OBLIGATION.

At Kaplan University, we are committed to your education, your goals—you. And, as part of our pledge to help you succeed, we're announcing a whole new way to try a Kaplan University degree program for yourself with no tuition obligation.

It's simple. You'll attend real classes for real credits. After an introductory period, if you decide we're right for you, and you meet our academic standards and other requirements, you'll continue on. If not, your obligation ends there. There's no tuition cost or other financial obligation, except for the nonrefundable application fee.⁵

WHY KAPLAN UNIVERSITY?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal Advisors to help you select the courses to meet your goals.
- Reduced tuition rates for active-duty service members and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁶

Other Programs

In addition to this program, Kaplan University also offers:

- › Associate of Applied Science in Medical Office Management
- › Associate of Applied Science in Medical Assisting
- › Associate of Applied Science in Health Information Technology

IMPORTANT INFORMATION—PLEASE READ

¹ Kaplan University's programs are designed to prepare graduates to pursue employment in fields related to their subjects of study, such as the positions provided as examples. However, Kaplan University does not guarantee that graduates will be placed in any job, equipped to perform all the tasks noted, or eligible for job advancement opportunities. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

² Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook 2010–2011 Edition, Medical Transcriptionists, <http://www.bls.gov/oco/ocos271.htm>. These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy.

³ Although the program is designed to prepare students for various certification and licensing examinations, Kaplan University cannot guarantee students will pass the exams.

⁴ Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. This testimonial was solicited by Kaplan University.

⁵ Classes will count toward a student's degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period. The introductory period is five weeks, and begins on day one of the student's first academic term. If at any point during the introductory period a student chooses to opt out, he or she will have no other obligation to the University except for the application fee. Only available to new students; continuing students are not eligible.

⁶ Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

Note From Dean

"Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a fast-growing field. At Kaplan University's School of Health Sciences, we are committed to providing the training and skills you need to begin or advance a career in the health field. I hope you will join us."

Ginger Cameron

Ginger Cameron
Dean, School of Health Sciences



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