



MEDICAL TRANSCRIPTIONIST PROGRAM

ADMISSION FORMS PACKET

Thompson Career College
774 Victoria Street, Kamloops, BC V2C 2B6
Phone: (250) 372-8211 Fax: (250) 372-8212

Web site: www.ThompsonCC.ca Email: info@ThompsonCC.ca

ADMISSION INSTRUCTIONS

This packet provides instructions and all forms needed for admission to the Medical Transcription program at Thompson Career College. Our Admissions Advisors will work with you at all points in this process to make sure there are no problems or delays.

To be admitted to the program, do the following:

STEP 1 - Have a phone or in-person interview with the Admissions Advisor to discuss the program, the career, and the admission requirements. If you decide not to proceed after that interview, there is no cost.

STEP 2 - Submit a completed and signed Application Form (mail, fax or email) along with your \$100 application fee. The application form is attached. The application fee can be paid by cheque, cash or credit card, and is non-refundable—This form is attached.

STEP 3 – Create and submit documentation of all Admission Requirements as described below. These documents can be sent by mail, by fax, or by scanning and emailing them to info@thompsoncc.ca.

STEP 4 – Choose a program start date (*see the Medical Transcription Information Packet or our web site for dates*), and get your program funding in place. If you are applying for Student Aid, you should expect the process to take up to 8 weeks (although it can be faster), so you may want to be working on both step 3 and 4 concurrently to avoid delays in starting the program. *Note that instructions for applying for financial aid are contained in the “Medical Transcription Information Packet” which will already have been sent to you, or which you can download from our web site.*

STEP 5 – After providing all required documentation and arranging your program funding, you are ready to sign a contract for the program, assuming you meet all entrance criteria. This contract will be emailed to you, you will complete and sign the contract, and send it back to us along with payments required at the start of the program.

Completion of Admission Requirements

The following steps must all be completed and all required documents received by the college to complete your admission process.

APPLICATION FORM and APPLICATION FEE – Submit a completed and signed Application Form along with your \$100 application fee.

COLOUR COPY OF YOUR DRIVER'S LICENSE / PROVINCIAL ID – We need a copy of this document to verify your identity and your age. The colour copy must be legible and show the picture on the ID with enough quality to be useful for identification purposes.

A RECENTLY UPDATED RESUME – This provides documentation of your education and work background which will have already been discussed in your admission interview.

HIGH SCHOOL OR POST-SECONDARY DIPLOMA OR TRANSCRIPT – If you have diplomas and transcripts from high school, college or university, please send copies in to us.

TYPING TEST PRINTOUT – Copy of a typing test result, signed by you as being an authentic representation of your typing speed, that shows your net typing speed to be 50 words per minute or faster. This can be a valid typing test. If you don't have a typing test result in your files, go to our web site and access the typing test there. Once you have completed the test you must PRINT OUT the result so it can be sent in to us. *If you need to improve your typing speed, we recommend 'Mavis Beacon Teaches Typing' as an inexpensive but effective typing tutor program.*

PERFORMANCE ABILITY STATEMENT – You complete and sign this form to attest to your understanding that you have the physical and mental abilities required to take this program and to work as a transcriptionist. Certain medical challenges may prevent you from being successful so it is important that you consider these requirements during admission.

PASS THE ACCUPLACER ENGLISH TESTS – You will take our AccuPlacer testing to determine if your English language comprehension and sentence structure skills meet minimum entry requirements. These tests will be taken online. Our admission advisor will administer these tests online, although if you are in our area you can also come by the college and take them on site.

PROOF OF ENGLISH FLUENCY - If English is not your first language you will need to provide further proof of English fluency. Our Admissions Advisor will provide more information on this requirement if needed.

STUDY SCHEDULE COMMITMENT CONTRACT – On this form you commit to following a study schedule that allows you to dedicate at least 30 hours per week of uninterrupted time to interact with course materials at home. If you have children at home, arrangements must be made for their care while you are studying, and you cannot have a full time job while taking this program.

MT PROGRAM ADMISSION QUESTIONNAIRE – This form is used to document your understanding of the Medical Transcription career. You are required to research the Medical Transcriptionist career and job opportunities and become familiar with the job responsibilities. You must be satisfied that you will be able to perform these responsibilities once you are properly trained, and understand the job opportunities and income potential that exist in this field. You will have discussed the career and job opportunities with potential employers and people who are currently working as transcriptionists.

Medical Transcription Preadmission - Performance Ability Statement

As a Medical Transcriptionist you must have the ability to perform certain activities. Read each requirement carefully, and if you can perform the required functions then check the "I CAN PERFORM these functions" box. As you carefully consider these questions, remember that these requirements apply to the time that you are studying, as well as to your ability to work in the future as a pharmacy technician. **If you cannot perform these functions then we cannot admit you to the program because you will not be able to perform the functions required of a Medical Transcriptionist.**

You must have the ability to sit in a chair, at a computer desk, while keyboarding, with one of your legs outstretched so you can use a foot pedal. This position of sitting and typing is often for up to 8 hours per day (and sometimes longer). If you have back, hip, shoulder or arm problems, or chronic fatigue problems, this task may be difficult or impossible.

I CAN PERFORM these functions

You must be able to listen to and clearly hear the words spoken on transcription audio files using headphones and your computer. You must also be able to listen to and clearly hear words spoken over the telephone. It is very difficult to perform effectively as a Medical Transcriptionist if you do not have average or better hearing ability.

I CAN PERFORM these functions

You must be able to keyboard for many hours at a time. This may be difficult or impossible if you have ailments in your shoulders, hands, wrists or fingers (such as arthritis, joint disease, repetitive strain injury or other problems).

I CAN PERFORM these functions

You must be able to accurately read textbooks and your computer screen text with ease for long hours at a time. Significant uncorrected vision problems or conditions such as dyslexia that impede this ability may make it difficult or impossible to succeed in this course or work as a transcriptionist.

I CAN PERFORM these functions

The ability to concentrate, meet schedules, and consistently apply critical thinking skills are basic capabilities of successful students and transcriptionists. If you have any conditions that make this difficult for you (such as attention disorders, drug or alcohol dependencies, learning or attention disabilities, or other issues) it may not be possible to succeed in this program or as a transcriptionist.

I CAN PERFORM these functions

There will be 'high stakes' examinations and tests that occur as part of the program where a single exam will determine whether or not you pass the course. Once a student has graduated, they must also succeed on similar 'one-shot' tests that determine their eligibility for a transcriptionist job. It may be difficult or impossible to succeed as a transcriptionist if you cannot deal with this type of performance pressure. Challenges here might include anxiety problems, learning or attention disorders or related conditions.

I CAN PERFORM these functions

Comments: If you can perform all these functions but may face some challenges in these areas, use the area below to describe these challenges (use another page if more space is needed)

By my signature I attest and affirm that the above information is complete and accurate and that I can perform all the functions described above.

Full Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Thompson Career College
Medical Transcription Program

MT Applicant Weekly Study Commitment Contract

Please fill in the chart below as a commitment to what your hours of study will be each week for the duration of this program. The reason for having you commit to such a definite schedule is that successful students must clearly understand and plan for their commitment to the program, for each and every week of the program. What you write here is a commitment, consider it carefully.

In order to be successful in a distance learning program, you must work regularly and consistently. By signing this form, you are making the following commitments:

- To be successful, students must have **30 hours of completely uninterrupted** time with no other commitments each week, as shown in the table below. Focused concentration on the course material is required, so the time scheduled here must be fully committed to the program.
- At least 60% of the time you schedule for this program must be 'daytime hours' typically between the hours of 8 and 5. You must be rested and fresh to learn effectively.
- People with full time jobs or full time personal care responsibilities are not eligible for this program. If you are responsible for young children, child care will be required, preferably in a completely different location than where you are studying. By signing this form you are committing to not working at a full time job while taking this program, and (if relevant) to arranging for child care to be provided by somebody else during your hours of study.

	Start Time	End Time	Start Time	End Time	Start Time	End Time	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Weekly Hours							

Applicant's Name: _____ Signature: _____



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Toll Free: 1-877-840-0888

Applicant's Name: _____

Date Completed: _____

Before you begin to answer these questions, please take the time to really think about your answers. Take the time to research and ask questions of people who have good information about medical transcription. Remember being an MT requires you to have a good grasp on English and English grammar, so complete the questions with attention to grammar, spelling and punctuation. Make your answers as thorough as you can and use well constructed sentences - Thank you.

1. How did you first hear about medical transcription?

2. Have you spoken to any medical transcriptionists or employers of MTs?

3. Please describe where MTs are able to work.

4. Please state your understanding of how MTs are paid (1) at home (2) in a hospital:



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5. Please explain what the abbreviation "cpl" stands for.

6. Please explain what the terms "dictated minute" means.

7. What does the term "IC" stand for? And if you know, please expand on how that might affect you as an MT.

8. Please explain what you understand to be the type of office or work area that you will need to work at home as an MT. In other words, what does your home office need?

9. Do you have a computer? A printer? High speed internet service? Do you have a word processing package? If you do have a computer and word processor, please also state which operating system and word processing package version you have.

10. Are you capable of using the word processor to complete the following basic tasks?

- Open a new document: yes or no
- Save a document: yes or no
- Copy and paste: yes or no
- Can you find the help button: yes or no
- Know how to have more than one document open at a time: yes or no
- Do you understand what the term "browser" means: yes or no
- Do you know what a "hyperlink" or "link" is for: yes or no
- Do you understand what a spellchecker is: yes or no



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11. What do you understand to be the "work day in the life of an MT" who works at home as an IC?

12. What professional qualifications must an MT have to work from home?

13. What do you understand to be the "work day in the life of an MT" who works in a medical records department as an employee?

14. Please list the adjectives that best describe the personal characteristics that you believe will help you to become a working MT (for example: self-motivating, love of language etc.)

15. What are your hobbies and interests in life? (include all your interests)

16. Please explain your understanding of the terms "speech recognition" or "voice recognition" software.



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17. What have you heard about medical transcription companies sending their MT work offshore?

18. Are you comfortable doing research and looking for information using both the internet and textbooks?

19. Are you comfortable working alone and making decisions on your own?

20. Are you able to work a minimum of 5 hours per day over the period of your course studies?

21. Are you able to work longer hours than you eventually want to in the beginning of your MT career?

22. Please list the names of 10 MT companies in Canada who hire MT graduates, and include their internet website addresses:
