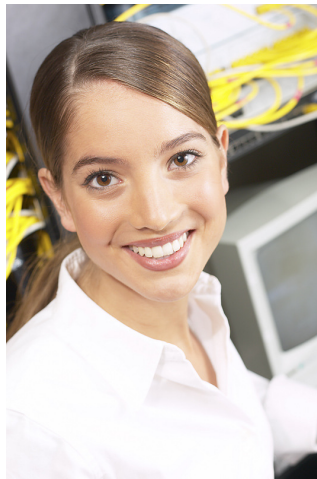




ONLINE MEDICAL TRANSCRIPTIONIST PROGRAM INFORMATION

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



Thompson Career College provides quality training that leads to job opportunities in the health care industry.



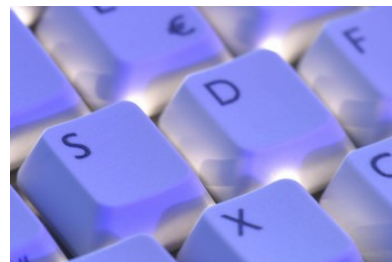
Thompson Career College is accredited by P.C.T.I.A.
(Private Career Training Institutions Agency of B.C.)

Programs are eligible for student financial aid
under the designation agreement with Student Aid B.C.

**Become a Medical Transcriptionist
Call today ... sessions start every month !!**

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WELCOME LETTER

Thank you for your interest in the Online Medical Transcription (MT) certificate program being offered by Thompson Career College (www.ThompsonCC.ca).

Thompson Career College is offering a fully interactive Medical Transcription certificate program utilizing a proven curriculum from our partner, Career Step. Career Step was started over a decade ago and has developed what the Medical Transcription (MT) industry considers to be one of the best MT Courses available in North America. The curriculum is one of only a few programs approved by AHDI – the Association for Healthcare Documentation Integrity, www.ahdionline.org.

The program allows you to **LEARN FROM HOME** with support from our instructional staff, or you can take the program at our on-site learning lab in Kamloops, BC. After you graduate as a certified online medical transcriptionist you will be qualified to **WORK FROM HOME** for an online service provider, or to work in a hospital or clinic setting.

You can begin the Medical Transcription program at any time; we have a start date every month.

This information packet includes the following items:

- Information about the medical transcription career,
- an overview of the program, schedule and fees,
- information on fees, materials and student financial aid,
- program admission requirements, and
- a program application form.

We recommend that you spend some time checking out the program information in this information packet on our web site (www.ThompsonCC.ca/mt).

Thompson Career College is accredited by the Private Career Training Institutions Agency (PCTIA) of British Columbia (www.pctia.bc.ca), and this program is therefore eligible for federal and provincial financial aid and Services Canada funding.

If you are interested in the program or just want to get more information, your next step is to call us toll free at 877-840-0888 (or send an email to info@thompsoncc.ca) and schedule a phone meeting with me to discuss the career and the program in more detail.

We look forward to hearing from you!

Sincerely,

Geoff Collier, College Administrator

info@thompsoncc.ca

(877) 840-0888 (toll free)

(250) 372-8211 (in Kamloops)

MEDICAL TRANSCRIPTION AS A CAREER

Job Description

Medical transcriptionists are an important part of the health care team. They are responsible for creating accurate, properly structured medical records that are used by doctors, nurses and other health care workers. These electronic medical records play a key role in monitoring and planning the care received by patients. Health practitioners dictate what they have done after performing checkups and procedures on patients. Medical transcriptionists convert that oral dictation into detailed patient records. This work can be done within a hospital, clinic, lab, or doctor's office, and it is also possible to do this work from your own home, working for an internet-based service provider or as an independent contractor.

The job may sound simple, but there is a lot to it. A qualified medical transcriptionist needs a solid knowledge of medical terminology in a number of medical specialties, a command of basic anatomy and physiology, excellent grammar and punctuation, and expertise in medical records standards. A transcriptionist must develop outstanding keyboarding speed and accuracy, and must also develop a practiced 'ear' for listening to and understanding the dictation of doctors. Our program teaches you the required knowledge, and develops you into a qualified transcriptionist by exposing you to over 700 actual dictation reports that reinforce that knowledge while you develop your transcription skills.

Prospective Student Profile

- Self-disciplined, productive and committed to schedules
- Strong command of 'professional' English (listening, reading and writing)
- Excellent keyboarding skills
- Comfortable with computers and Microsoft Word
- Honest and dependable
- Attentive to details
- A quick learner
- Comfortable with change

Career Opportunities

There is a strong demand for Medical Transcriptionists throughout North America, and with an aging population the need continues to grow. Graduates will have employment opportunities through Service Providers, Private Sector Clinics, Long Term Care Facilities, Community Health Agencies or Associations, Insurance Companies, Hospitals, Doctors' Offices, Medical Clinics and through self employment. Both on-site and at-home employment opportunities are available.

A certificate from an institution offering the Career Step curriculum is widely recognized in the industry.

There is a growing trend for hospitals, clinics and doctors' offices to contract out Medical Transcription work to service providers and individual contractors who specialize in transcription. The wide availability of high speed internet access has made it possible for this work to be performed by individuals who work from home offices, either as employees of service providers, hospitals or clinics, or as individual entrepreneurs. However, these jobs demand a higher level of Medical Transcription skill than that which is provided by Medical Office Assistant programs, which provide only a small amount of transcription training as part of a general program. Therefore, focused programs such as ours are required to provide the intensive preparation needed for these jobs.

Both American and Canadian companies hire or contract with Canadian Medical Transcriptionists. Graduates from the Thompson Career College program may be employed by companies, hospitals, clinics and doctors located anywhere in North America, working from their home offices, using the internet for uploading and downloading work, and for communicating with their employers and clients.

Researching the Career

Before undertaking any type of career training it is important to do your own research. You should examine the nature of the work, the personal characteristics needed for success, the earning potential, local and online job prospects, and the training needed to succeed.

An **MT Program Admission Questionnaire** must be completed by all potential students. Your ability to source and answer all of the questions contained in this questionnaire will help make your decision about taking the course and becoming an MT clearer. This form will be emailed to you along with the all other admission forms after you have an interview with the Admissions Advisor.

This is a very important portion of the prerequisite process because the ability to do independent research is one of the most important skills required to be a successful Medical Transcriptionist.

Your local hospital, clinics, medical specialists, etc. are excellent places to contact people who can give you information about the career. When you call, ask to talk to the department that takes care of Medical Transcription, and you should be able to get through to the people who work in transcription or who manage the department that does the transcription.

Also go to our web site to find information about the career, including a list of links to MT employers, MT job sites, and MT industry associations. These links are very useful when looking for employers to contact, job postings, and general information about Medical Transcription. Look on our site under Medical Transcription / Career Opportunities, or click on this direct link – www.thompsoncc.ca/mt/mt-career.html

Make sure you visit the web site for the Association for Healthcare Documentation Integrity (AHDII). This site provides a great deal of information about the Medical Transcription profession. Go to www.ahdionline.org, and click on the 'become an MT' link.

Earning Potential

Home-Based Medical Transcriptionists

How much can you earn as an online Medical Transcriptionist? That varies a lot depending upon the line rate you are paid, and your own productivity and work ethic. This chart will give you an idea for home-based transcriptionists. The dollar figure is your gross income based on lines of transcription completed at different cents per line rates.

Cents per line:	100 lines	500 lines	1000 lines
7 cents	\$7	\$35	\$70
8 cents	\$8	\$40	\$80
10 cents	\$10	\$50	\$100
	Completing 100 lines may take 1 to 2 hours or more as a new Grad, and 20 - 30 minutes as an experienced MT - every MT has their own production rate	500 lines may take 5 to 8 hours as a new Grad, and 2 to 3 hours as an experienced MT	1000 lines may take 10 to 16 hours as a new Grad but only 4 to 6 hours as an experienced MT

The nice thing about online work is that if you work more hours and are more productive, you make more money. Your compensation is tied directly to your abilities and your work ethic.

However, it is important to understand that it takes TIME and SELF-DISCIPLINE to work your way up to the 1000 lines per day mark. If you go straight from school into the online transcription world, you can expect to work for many months before you get up to these levels.

Most new MTs earn far less than experienced online transcriptionists. A skilled, experienced MT usually transcribes 1000 lines per day. Some do more, if the work is available from their employer, or if they have their own contracts with doctors.

On Site Medical Transcriptionists

Many transcriptionists work for hospitals and medical facilities on a per-hour basis. If local jobs are available this can be the great option for many people. There is a lot to be said for earning a dependable hourly rate while working in an organization where you have experienced transcriptionists to support you as you learn your profession.

Hourly rates for on-site transcriptionists vary considerably depending on the province you are in, and whether you are working for a public or private employer. At the high end, a new transcriptionist working in a unionized public sector environment in British Columbia may make over \$20 per hour. At the low end, a new transcriptionist in a non-union environment might make as little as \$13 per hour. It is important for you to research the job market in your area and get an idea of the job demand, the hiring criteria, and the starting pay rates.

PROGRAM DESCRIPTION

Program Structure

Students in this program have two options:

Learn at Home - Study in the privacy of your home

- OR -

Learn on Site - Study at Thompson Career College

The program is 9 months long on a full time basis (37 weeks of class time) requiring 30 hours of work per week.

Our online course is separated into units and sessions, threading course topics throughout, while offering these unique features:

24-hour access - The online course is available 24 hours a day, 7 days a week, so you can study whenever you want.

Transcription Technology - Our online course uses the newest transcription technology, allowing you to download mp3 files and to play practice dictation via software and a transcription foot pedal attached to your computer.

Automatic graders - Exercises and tests are graded for you. Test scores are stored in the grade book for review. Graders are precise, encouraging you to further develop your skills and attention to detail.

Communications Center - The online course includes its own forum for use by online students and a live chat room, giving you private tools to communicate with other online students and student counselors.

Pronunciation words Thousands of medical terms are pronounced for you at the click of a button using the real audio software included with your Windows operating system. Pronunciation words are available in alphabetical order from the library and are highlighted throughout the course when they appear as part of the text.

Transcription Technology - A transcription foot pedal and transcription headset are included with the course.

Hundreds of practice reports - Download, play, and transcribe over 800 beginning, intermediate, and advanced doctor-dictated reports.

Automated text comparison of transcription that shows differences in contrasting colours, making it easy to see spelling and punctuation errors.

Why take an online course?

If you are going to be working online, it makes sense to learn online.

Online learning offers a great opportunity to improve your computer skills and develop your medical transcription skills and knowledge faster.

Modules vary in length; some are quite long and contain many units, and other modules are short and contain only a few units. The study plan below lists the modules in the program.

Detailed descriptions of the course modules can be found on our web site – www.thompsoncc.ca/mt

The following is a sample academic study plan, for a program beginning June 7, 2011.

Unit	Days to complete	Scheduled Completion Date	Hours
Course Orientation & Technology	2	09/06/2011	9
Keyboard Kinetics - Ongoing, 10-20 minutes/day			
Medical Word Building	7	16/06/2011	30
Grammar & Punctuation	11	27/06/2011	48
Human Anatomy and Disease processes	11	08/07/2011	48
Pathophysiology	8	16/07/2011	36
Mastering Medical Language	4	21/07/2011	18
Pharmacology	7	28/07/2011	30
Building the Medical Record	4	01/08/2011	18
Diagnostic Reports	8	09/08/2011	36
Focus on Medical Specialties	17	26/08/2011	72
Midterm Exam	1	27/08/2011	6
Perfect the Text	10	06/09/2011	42
Introduction to Transcription Consultation	7	13/09/2011	30
Set up to Transcription	<0.5	Phone or in person	1
Clinic Notes Transcription - 300 reports	51	02/11/2011	222
Career Step Transcription Consultation	<0.5	Phone	1
Enhancing Productivity	1	03/11/2011	6
Basic Acute Care Transcription - 250 reports	41	13/12/2011	180
Winter Break up to 14 days - planned with the college	14	27/12/2011	
Advanced Acute Care Transcription - 250 reports	51	15/02/2012	222
Consultation to assess exam readiness	<0.5	Phone or in person	1
Review and final exam preparation	7	22/02/2012	30
Final Exam	2	24/02/2012	24
Speech Recognition	7	06/03/2012	16
Exit Interview Questionnaire	<0.5	Phone or in person	1
TOTALS:	273 Days		1,127 Hours

Start / End Dates

A new full time program session starts every month except December. Here are the dates for full time sessions starting from June 2011 to June 2012.

Start		End
Nov 1, 2011	to	July 31, 2012
Jan 4, 2012	to	Oct 3, 2012
Feb 7, 2012	to	Nov 6, 2012
Mar 6, 2012	to	Dec 4, 2012
Apr 3, 2012	to	Jan 2, 2013
May 3, 2012	to	Feb 5, 2013

Start		End
June 5, 2012	to	Mar 5, 2013
July 4, 2012	to	Apr 3, 2013
Aug 1, 2012	to	May 1, 2013
Sep 5, 2012	to	June 5, 2013
Oct 2, 2012	to	July 2, 2013
Nov 6, 2012	to	Aug 6, 2013

Note that these sessions include a two-week break in the winter or the summer, depending on start date.

Required Resources

Even if you are taking the program on site at the college, you still need the following resources at home.

- a quiet study environment with a desk and a phone
- good lighting that minimizes eye strain,
- a good chair that supports your lower back.
- high speed internet access
- a computer running Windows XP/Vista/7, or a current version of Mac OS
- an available USB port on your computer
- Microsoft Word (2003 or higher)
- Internet Explorer or Firefox browser
- a good monitor that minimizes eye strain
- a good keyboard and mouse that minimize hand and wrist strain
- a printer with a scanner

Support

Success in any learning situation is dependent on getting excellent support from school administrators, academic advisors, instructors, technical personnel and other students. Support mechanisms are in place that provide students with a direct link to these support groups, and that provide students with the opportunity to network regularly with instructors and other students.

Academic Advising and Tracking

Our academic advisor regularly monitors your progress, and formally reviews your progress once per month. If there are any progress issues, the student and advisor meet (usually by phone) to discuss and resolve any problems. Additional one-on-one support is provided if needed. The student may also phone (toll free number) or meet in person with an academic advisor at Thompson Career College at any time. Academic advisors are available in person or via a toll-free telephone line from 8:30 am to 4:30 pm Pacific Time, Monday to Friday, and can also be reached via email.

Curriculum / Instruction Support

Student counselors / instructors are available via phone (toll free number), email or online chat. Counselors / instructors are **on call from 7 am to 4 pm Pacific Time, Monday to Friday.**

Discussion Forums

There are online discussion forums open 24 hours per day for the Medical Transcriptionist program. These chat rooms are open to current and past students, and are an excellent way for students to ask each other about issues they are having with the course material, and to get advice and support from students who are studying the same material.

Technical Support

Technical support is available via **email, chat or a toll-free number on Monday thru Friday from 6:30 am to 7 pm Pacific Time, and on Saturdays from 9 am to 5 pm Pacific Time.**

Automated Progress Tracking

Each student has a personalized account that tracks progress through the curriculum modules, and records the results from all tests / assessments taken. This allows you and your academic advisor to quickly see where you are in the program at any time.

Thompson Career College Learning Lab

Students who enroll in the on-site learning option will have scheduled access to the Thompson Career College Learning Lab in Kamloops. There are two 4 hour learning periods available during lab hours of 8:30 to 4:30, Monday to Friday.

FEES, BOOKS & MATERIALS, FINANCIAL AID

Fees

The following fees are charged to each student enrolling in the Medical Transcription program (fees are subject to change):

Tuition:	\$ 5,000
Books/Materials:	\$ 900 (includes shipping)
Application Fee:	\$ 100
Record Fee:	\$ 15

Books and Materials

Your program comes with the following books and materials. A more detailed list is available on our web site:

- A full set of workbook texts, one for each module in the online course. These texts allow you to do the longer reading assignments from books, rather than having to read pages and pages of material online. They also allow you to work on the course when you are away from your computer.
- Infinity USB Foot Pedal – for transcription work.
- Spectra Headset – headphones designed specifically for transcription work.
- Stedman’s Medical Dictionary 28th Edition with electronic patch for a medical spellchecker
- Quick Look Drug Book 2009
- AHDI Book of Style, 3rd Edition & AHDI Book of Style, Workbook

Financial Aid

You can apply for federal and provincial student aid to take this program. This is need-based aid, so eligibility depends on your personal finances. The method of applying for aid varies from province to province. Instructions on how to apply for aid in British Columbia and Alberta are provided on the next page. If you are applying for aid in another province, please contact us and we can provide you with the needed information.

The program also qualifies for funding from Employment Insurance retraining programs. If you are currently on EI, have been in the past, or expect to be in the near future, you should talk with your EI counselor about training funding that might be available.

Another funding option is to get a student line of credit from your bank to finance the cost of this program. Most banks have loan programs for students.

If you only need to spread out the payments over 3 to 5 months, we have payment plans at the school that allow you to do this. Call us to discuss these options.

B.C. Student Financial Aid

You can apply online for B.C. financial aid. Go to <http://studentaidbc.ca> and click on the 'apply online' icon. When you fill in the program / school information, use the following data:

School: **Thompson Career College, Inc. - BC - CAN**

Date Classes Start: **Start date (from session list below)**

Date Classes End: **End date (from session list below)**

What year of this program will you be in?: **1**

Student Number: **leave blank**

Program / Faculty: **Health Sciences**

Major / Department: **Medical Transcript**

Course Load: **100%**

Program Type: **Certificate**

Between the Date Classes Start and End, will you be on paid Co-op work term?: **No**

Here are the program start / end dates for the next few months. Note that if you are dependent on receiving aid before you can commit to taking the program, then you should pick a start date that is a minimum of 4 weeks in the future to allow sufficient time for processing.

Start		End
Nov 1, 2011	to	July 31, 2012
Jan 4, 2012	to	Oct 3, 2012
Feb 7, 2012	to	Nov 6, 2012
Mar 6, 2012	to	Dec 4, 2012
Apr 3, 2012	to	Jan 2, 2013
May 3, 2012	to	Feb 5, 2013

Start		End
June 5, 2012	to	Mar 5, 2013
July 4, 2012	to	Apr 3, 2013
Aug 1, 2012	to	May 1, 2013
Sep 5, 2012	to	June 5, 2013
Oct 2, 2012	to	July 2, 2013
Nov 6, 2012	to	Aug 6, 2013

Alberta Student Financial Aid

If you are an Alberta resident you can apply online for aid by going to the Alberta Students Finance site at <http://www.alis.gov.ab.ca/studentsfinance/main.asp>, and clicking on 'Online Application'.

- On the 'Select Educational Institution' page, click on 'expand institution list', and then select 'Thompson Career College - Kamloops' from the resulting list (be patient, the list may take a while to load).
- On the 'Select Program' page, select Medical Transcription
- On the 'Other Study Information' page indicate the following:
 - What year of program - 1st year
 - Length of program of studies - 1 year
 - Is this the last year you will be attending full time studies - Yes
 - Student Identification number - leave blank
- On the 'Select Program Session Start and End Dates' page, select 'Enter Program Session Dates', and then enter the dates for one of the sessions from the list above. The session dates on the Alberta Finance web site are out of date, so do not use them. If you are dependent on receiving aid before you can commit to taking the program, then you should select a start date at least 6 weeks in the future, to allow time for financial aid processing.
- On the 'Education Costs for School Term' page, enter:
 - Tuition - \$5,000
 - Mandatory Fees - \$115
 - Books, Supplies and Instruments - \$900
 - Computer Costs - \$300

ADMISSION REQUIREMENTS

To apply to the program, do the following:

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.
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.
3. The other forms needed to complete the application process will be emailed to you, or can be downloaded from our web site.

To be fully admitted into the program, the following requirements must be satisfied:

STUDENT STATUS - You must be 19 years or older and have been out of school for at least 1 year. We require an up-to-date resume. If you also have a high school or college transcript we would like a copy of that document.

TYPING SPEED OF 50 NET WORDS PER MINUTE - 50 wpm is the minimum required to start our program. If you type less than 60 wpm we recommend you spend time upgrading your keyboard skills prior to your start date. We recommend 'Mavis Beacon Teaches Typing' as an inexpensive but effective typing tutor program. There is a link on our web site to an online typing speed test.

FLUENT IN WRITTEN AND SPOKEN ENGLISH – You will take our AccuPlacer testing to determine if your English language comprehension and sentence structure skills meet minimum entry requirements. If English is not your first language, and if you did not complete grade 12 English with a mark of 65% or better, you will need to provide further proof of English fluency.

NO MEDICAL CONDITIONS that will impact your success in the course or as a Medical Transcriptionist.

- Anything preventing you from sitting for long periods of time, such as back injuries.
- Hand or wrist problems that prevent you from doing high speed keyboard entry for long periods.
- Hearing problems that would prevent you from hearing the voice files.
- Sight problems preventing you from reading text in books or on a computer screen.
- Learning, attention, or anxiety disabilities that make you unable to focus on transcription work.

NO CRIMINAL RECORD that would prevent you from being hired to work with confidential medical records.

FAMILIAR WITH TRANSCRIPTIONIST RESPONSIBILITIES AND JOB OPPORTUNITIES – 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. You will complete our MT Program Admission Questionnaire to document this knowledge.

APPROPRIATE SCHEDULE AND PERSONAL CIRCUMSTANCES – You have a schedule that allows you to dedicate at least 30 hours per week of uninterrupted time to interact with course materials at home or to attend the program on site at Thompson Career College. If you have children at home, arrangements must be made for their care while you are studying. As part of the admission process you will fill out a study schedule commitment contract for a typical week of study in the program, showing the days and times you will dedicate to the program during each week.

ABLE TO RESPOND DAILY TO EMAILS OR PHONE CALLS FROM THE COLLEGE - Staying in contact with us is vital to your success as a student. You must be willing and able to check your email and phone messages a minimum of once per day on scheduled study days, and to respond to emails and phone messages from the school within 4 hours on scheduled study days.

APPROPRIATE COMPUTER AND INTERNET ACCESS – You have an appropriate computer setup (please see resources on page 7), high speed internet access, and a quiet work area with a phone where you can work on the program without interruption. Even if you are taking the program on site at the college, you still need these resources at home.



MEDICAL TRANSCRIPTIONIST PROGRAM

APPLICATION FOR ADMISSION

THOMPSON CAREER COLLEGE

774 Victoria St., Kamloops, B.C. V2C 2B6

Telephone: (250) 372-8211 Fax: (250) 372-8212 email: info@ThompsonCC.ca

PERSONAL DATA: (please print)

LAST NAME _____ FIRST NAME _____ MIDDLE NAME OR INITIAL _____

STREET ADDRESS (INCLUDE APT. OR UNIT #) _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____ BIRTHDATE _____ MALE FEMALE

PLANNED START DATE: Please check the box indicating when you are intending to start the program.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> November 1, 2011 | <input type="checkbox"/> March 6, 2012 | <input type="checkbox"/> June 5, 2012 | <input type="checkbox"/> September 5, 2012 |
| <input type="checkbox"/> January 4, 2012 | <input type="checkbox"/> April 3, 2012 | <input type="checkbox"/> July 4, 2012 | <input type="checkbox"/> October 2, 2012 |
| <input type="checkbox"/> February 7, 2012 | <input type="checkbox"/> May 3, 2012 | <input type="checkbox"/> August 1, 2012 | <input type="checkbox"/> November 6, 2012 |

ADMISSION REQUIREMENTS: Check the box if you meet the requirement. All requirements must be met in order to be admitted to the program.

- STUDENT STATUS** - You must be 19 years or older when the program begins. We require an up-to-date resume. If you also have high school or college transcripts or diplomas we would like copies of those documents.
- AT LEAST 50 NET WORDS PER MINUTE TYPING SPEED** – Enter your speed here: _____ 50 wpm is the minimum required to start our program, but if you type less than 60 wpm we recommend you spend time upgrading your keyboard skills prior to your start date. We recommend 'Mavis Beacon Teaches Typing' as an inexpensive but effective typing tutor program.
- FLUENT IN WRITTEN AND SPOKEN ENGLISH** - You will take our AccuPlacer testing to determine if your English language comprehension and sentence structure skills meet minimum entry requirements. If English is not your first language, and you did not complete Grade 12 English in a Canadian high school with a grade of 65% or better, you will need to provide proof of English fluency.
- NO CRIMINAL RECORD** – that would prevent you from being hired to work with confidential medical records.
- APPROPRIATE COMPUTER AND INTERNET ACCESS** – You have an appropriate computer setup (MSW, Windows operating system or current MAC OS, good keyboard, good monitor, and printer with scanner), high speed internet access, and a quiet work area with a phone where you can work on the program without interruption. Even if you are taking the program on site at the college, you still need these resources at home. Please state what your operating system and word processing packages are:

- ABLE TO RESPOND DAILY TO EMAILS OR PHONE CALLS FROM THE COLLEGE** - Staying in contact with us is vital to your success as a student. You must be willing and able to check your email and phone messages a minimum of once per day on scheduled study days, and to respond to emails and phone messages from the school within 4 hours on scheduled study days.

- NO MEDICAL CONDITIONS** - You have no medical conditions that will impact your success in this course or as a medical transcriptionist. If you do have any conditions we will need approval from a medical doctor to admit you. Specifically:
 - Anything that would prevent you from sitting for long periods of time.
 - Hand or wrist problems that would prevent you from doing high speed keyboard entry for long periods of time.
 - Hearing problems that would prevent you from hearing the transcription voice files accurately.
 - Sight problems that would prevent you from reading text on a computer screen for long periods of time.
 - Learning or attention disabilities that might affect your ability to learn or to focus on transcription work.
 - Psychological condition, such as chronic anxiety, that would impact your success in this course or as a transcriptionist

- FAMILIAR WITH TRANSCRIPTIONIST RESPONSIBILITIES AND JOB OPPORTUNITIES** – 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. You will complete our MT Program Admission Questionnaire to document this knowledge.

- APPROPRIATE SCHEDULE AND PERSONAL CIRCUMSTANCES** – You have a schedule that allows you to dedicate at least 30 hours per week of uninterrupted time to interact with course materials at home or to attend the program on site at Thompson Career College. If you have children at home, arrangements must be made for their care while you are studying. As part of the admission process you will fill out a study schedule commitment contract for a typical week of study in the program, showing the days and times you will dedicate to the program during each week.

PROGRAM FUNDING SOURCE

Applying for government student aid or funding from another source can affect the admission process. Please indicate which source(s) of funding you plan to use to cover tuition fees and materials costs for this program. Check all that apply:

- Personal or family funds**
- Government Student Aid - Specify province:** _____
- Bank student line of credit** **RESP or RRSP plan**
- Passport to Education**
- Other sponsor – Specify source:** _____

APPLICATION FEE - Cheque, money order, cash, or credit card.

\$100.00 application fee -This must be paid when the application is filed unless you have made other payment arrangements with us. This fee is non-refundable.

- I have enclosed a cheque or money order** (Do not send cash in the mail. Use cash in person only.)
- Please bill the credit card as shown below** (Visa, Mastercard or American Express)

CREDIT CARD NUMBER	EXPIRY DATE	CARD TYPE (VISA, MC, AMEX)
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CARD HOLDER NAME AS SHOWN ON CARD	CARD HOLDER SIGNATURE
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SIGNATURE OF APPLICANT - I wish to apply for admission into the Medical Transcription program. I declare that I am 18 years of age or older, and that all the information provided on this application is accurate to the best of my knowledge.

STUDENT NAME	STUDENT SIGNATURE	DATE
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