

Start a new career
in 8 months

Attend classes only two
evenings per week

Continue working as you learn the skills that will qualify you for employment in a high demand career in a healthcare setting.

Gain the knowledge and skills needed to transcribe dictated medical reports that document a patient's medical treatment and condition.

Gain extensive knowledge in medical terminology, anatomy, pharmacology, human diseases, surgical procedures, diagnostic studies and laboratory tests.

*Don't have your Medical Terminology?
The course is available in April and
September 2010 at WestShore Centre.*

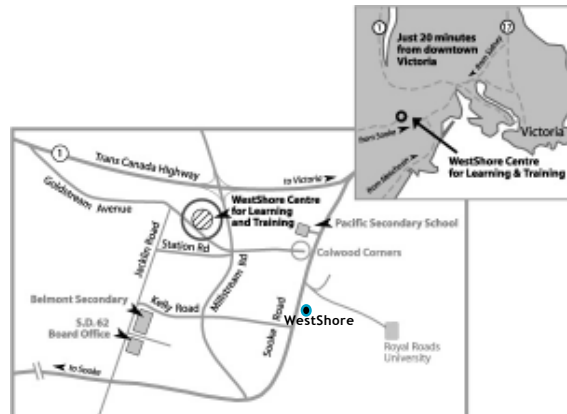
WestShore Centre for Learning & Training, part of School District 62, has been providing grade 12 completion and career and job-skills training for over twenty years.

Our mission is to facilitate client growth and success through effective and accessible education, training and employment programs and services. WestShore Centre for Learning & Training is a school registered with PCTIA. (Private Career Training Institutions Agency)



WestShore Centre for Learning & Training
is now located in downtown Langford at
814 Goldstream Avenue.

Phone: **391-9002**
Fax: **391-9007**
E-mail: learnforlife@sd62.bc.ca
Website: www.westshorecentre.com



Choose a career in

Medical Transcription

Information Session
August 31, 2010
7:00 pm

Learn for Life



391-9002

Continuing Education
School District #62

Prepare for a Career in Medical Transcription

The focus of this program is the use of digital technology to receive and transcribe medical reports. The program emphasizes a functional and comprehensive review of English usage and Medical Terminology. Learners will practice editing and proofreading techniques while building word processing skills and increasing their typing speed. This program provides traditional in-class training along with a hands-on training experience (practicum) at a medical facility. This will qualify learners for an entry-level position in Medical Transcription.

The Program consists of three core courses for a total of 115 instructional hours and 40 practicum hours.

- Introduction to Medical Transcription
- Digital Medical Transcription
- Medical Transcription Practicum

2010 Program Dates

Classes are:

Tuesdays & Thursdays , 6:30 - 9 pm

October 12, 2010 - April 5, 2011

Practicum completion by April 30, 2011

Information Session

Tuesday, August 31, 2010

7:00 pm at 814 Goldstream Ave

Please pre-register

Introduction to Medical Transcription

This six session course introduces you to the roles and responsibilities of a Medical Transcriptionist. Discuss the importance of patient record confidentiality, the legal relationships between physicians and patients and the components of the healthcare record. The importance of the rules and application of punctuation, grammar, plurals, nouns, adjectives and proofreading and editing will be introduced.

Applicants uncertain about a career as a Medical Transcriptionist may request to enrol in Introduction to Medical Transcription (15 hours) as an evaluative course for a fee of \$180.

Digital Medical Transcription

Using computers and medical transcription equipment, students will learn how to transcribe medical reports with attention to correct grammar, capitalization, numbers, punctuation, abbreviation, symbols and metric measurements. Medical terms in various medical specialities, proofreading and editing, dictating practices, as well as efficient use of medical references and professional ethics are emphasized and practiced throughout .

Medical Transcription Practicum

Students must achieve the appropriate prerequisites prior to practicum placement. Learners will gain valuable real environment experience in a medical setting, under the direction of the instructor.

Program Prerequisites

Applicants must fulfill the following prerequisites for acceptance into the program.

- English 12 or equivalent
- Medical Terminology (proof of 75% within the last 3 years or assessment)
- Typing speed of 40 wpm (documentation or assessment)
- Good computer and word processing skills (documentation or assessment)

Learners must fulfill the following prerequisites prior to the practicum placement.

- Successful completion of the courses (75 % or better)
- Typing test result of 60 wpm
- Arrange to take and successfully pass the VIHA Medical Terminology Assessment
- Criminal record check
- TB test

Program Fees: \$1625

Registration fee (non-refundable): \$50

Materials fee : \$380 (Books, CD's, USB headphones & WAV pedal)

How to Apply

Contact WestShore Centre for Learning & Training at 391-9002 and ask for an application form, or visit our website at www.westshorecentre.com

Complete the application form and include all relevant documentation and a \$100 deposit. Remainder of the program fees are required on acceptance.

Reserve your seat in this program.
Class size limited to 18.