



MEDICAL TRANSCRIPTIONIST

Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction.

Knowledge and Skills Needed

In addition to courses required for high school graduation, essential skills and knowledge needed for a career as a medical transcriptionist are reinforced by taking rigorous and relevant courses, as well as participating in work-based experiences and student organization activities.

(See the Sample Personal Plan of Study for suggested coursework, activities, and knowledge and skills to pursue in preparation of an occupation in this Career Cluster.)

Education Requirements

Occupation	Percent of Missouri employees aged 25 to 44 in the occupation whose highest level of educational attainment is:		
	High School or Less	Some College	Bachelor Degree or More
Medical transcriptionists	30.6%	58.9%	10.4%
Other healthcare support occupations	29.5%	57.5%	12.9%
Healthcare support	28.4%	58.4%	13.2%

Most Common Educational Level: Postsecondary vocational award

Note: Be sure to learn whether your occupation has a specific requirement for education or licensing.

National and State Wage Information

Location	Pay Period	2008		
		Entry*	Median	Experienced**
United States	Hourly	\$13.02	\$15.41	\$18.55
	Yearly	\$27,100	\$32,100	\$38,600
Missouri	Hourly	\$12.89	\$15.09	\$17.81
	Yearly	\$26,800	\$31,400	\$37,000

Based on (*) lower 25% and (**) upper 25% percentile of wages

National and State Employment Trends

Medical Transcriptionist	Employment		Percent Change	Job Openings*
	2006	2016		
United States	105,200	116,900	+11%	2,350
Missouri	2,060	2,230	+8%	40

*The estimate for Job Openings includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created.

Educational Opportunities

Note: This list may not be all inclusive. For more information about Missouri schools and programs, visit www.dhe.mo.gov

Everest College - Springfield Campus

Springfield, MO
(417) 864-7220
www.springfield-college.com

Hillyard Technical Center

Saint Joseph, MO
(816) 671-4170
www.hillyardtech.com

Lester L Cox College of and Health Science

Springfield, MO
(417) 269-3401
www.coxcollege.edu

Metropolitan Community College - Penn Valley

Kansas City, MO
(816) 759-4000
www.mcckc.edu

North Central Missouri College

Trenton, MO
(660) 359-3948
www.ncmissouri.edu

Saint Louis Community College - Forest Park

Saint Louis, MO
(314) 644-9100
www.stlcc.edu/fp

Tech Skills

Saint Louis, MO
(314) 878-1422
www.techskills.com



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