



A Family Friendly Career™

www.at-homeprofessions.com

1-877-515-5110



My husband and I have a 19 month-old and are very happy that I am able to stay home with her while making money from home.

Kelly E., Ohio



At-Home Professions

SEMINAR OUTLINE

Step-By-Step to A Family Friendly Career

1. Career Advantages:
 - Work at home or in an office
 - Excellent earnings
 - Take charge of your life
 - Challenging and important
 - Job security
2. Income Potential:
 - Excellent earnings
 - Save money by working at home
 - Tax advantages
3. Medical Transcriptionists Are in Demand:
 - U.S. Department of Labor projects 22.5% growth rate in Healthcare Industry by 2018.
4. We Support Our Students:
 - Unlimited instructor assistance
 - Unlimited graduate support
5. What the Course Provides You:
 - Step-by-step instruction
 - Study at your own pace
 - Actual physician dictation
 - AND MUCH MORE!
6. Easy Enrollment:
 - Enrollment information provided at the end of tonight's seminar
 - Cancellation privilege
 - Approved for Military Education Benefits



Meet the People Who Will Help You Become a Medical Transcriptionist



- **Ann Rohr, President/Executive Director**

Ann Rohr is a native of New York and began her career in elementary school education for the state of New Jersey. She is dedicated to increasing awareness and acceptance of quality distance education. Ann joined the At-Home Professions staff in 1993 and has served as the President of At-Home Professions since 2003. She completed her undergraduate studies in Public Relations at Rowan University. Ann is credentialed by the State of Colorado, and combines her educational and business savvy to create a strong future for both the students and the school.



- **Jason Stansberry, Director of Business & Financial Services**

Jason brings over 14 years of management experience to At-Home Professions. Prior to joining the company in 2009, Jason held progressive management roles in the manufacturing industry, managing both operational accounting activities and treasury functions for a publicly traded company. Jason earned his Bachelor's degree in Business Administration from Pittsburg State University and looks forward to using his education and experience to ensure the continued success of both the students and the school.



- **Janet Perry, Director of Education**

Janet has committed 20 years of her career to serving adult students in non-traditional education settings. Her teaching experience includes the pre-college and GED classroom in addition to preparing individualized learning objectives, plans and curricula for the adult student. She earned her Bachelor's degree from the University of Texas at San Antonio. Janet is dedicated to helping students reach their career goals through quality course curriculum.



- **Joyce Lindquist, Director of Faculty Services**

Joyce is a strong supporter of the distance education student. Joyce studied business administration at Mesa State College and Colorado Mountain College in addition to earning her Administrative Medical Specialist Certificate from Colorado State University. She has more than 18 years of experience in distance education, including Student Services, Instruction and Graduate Services. In that time, she has followed one guiding principle – students are the most important part of the school. Joyce also has a passion for the self-starter spirit espoused by many of the school's alumni.



Cypress Memorial Hospital
7836 Teal Avenue
Cypress, CA 92234

Radiology Report

Examination Date: May 23, 20XX
Date Reported: May 23, 20XX
Physician: Robert Smith, MD

Patient: XXXXXXXX XXXXXX
X-ray No: 12213
Age: 37

PA CHEST:

No films are available for comparison. The lung fields are clear bilaterally. The heart is normal in size and contour. No abnormalities of spine or rib cage are identified. No soft tissue abnormalities.

IMPRESSION:

Normal chest examination.

ABDOMEN:

Flat and upright views of the abdomen show normal gas pattern without evidence of obstruction or ileus. There are no calcifications or abnormal masses noted. An IUCD is seen in the pelvis and does not appear to be uncoiled.

IMPRESSION:

Negative study. Intrauterine contraceptive device without radiographic evidence of displacement.

LUMBOSACRAL SPINE SERIES:

There is no evidence of scoliosis or kyphosis. Vertebral height and intervertebral disc space height are maintained. No lytic or blastic lesions are identified.

IMPRESSION:

Normal lumbosacral spine series. No definite evidence of metastatic disease. An MRI scan is recommended.

AP AND LATERAL LEFT KNEE:

No bony or soft tissue abnormalities are noted. The joint space is maintained without evidence of calcification, effusion or pannus formation.

IMPRESSION:

Normal Study

Caroline Hale, MD

SAMPLE



Personal Earnings Estimator

8 cents per line
Average lines per hour

		100	125	150	200
HOURS WORKED EACH WEEK	25	\$10,400 \$8/hr	\$13,000 \$10/hr	\$15,600 \$12/hr	\$20,800 \$16/hr
	30	\$12,480 \$8/hr	\$15,600 \$10/hr	\$18,720 \$12/hr	\$24,960 \$16/hr
	40	\$16,640 \$8/hr	\$20,800 \$10/hr	\$24,960 \$12/hr	\$33,280 \$16/hr

12 cents per line
Average lines per hour

		100	125	150	200
HOURS WORKED EACH WEEK	25	\$15,600 \$12/hr	\$19,500 \$15/hr	\$23,400 \$18/hr	\$31,200 \$24/hr
	30	\$18,720 \$12/hr	\$23,400 \$15/hr	\$28,080 \$18/hr	\$37,440 \$24/hr
	40	\$24,960 \$12/hr	\$31,200 \$15/hr	\$37,440 \$18/hr	\$49,920 \$24/hr

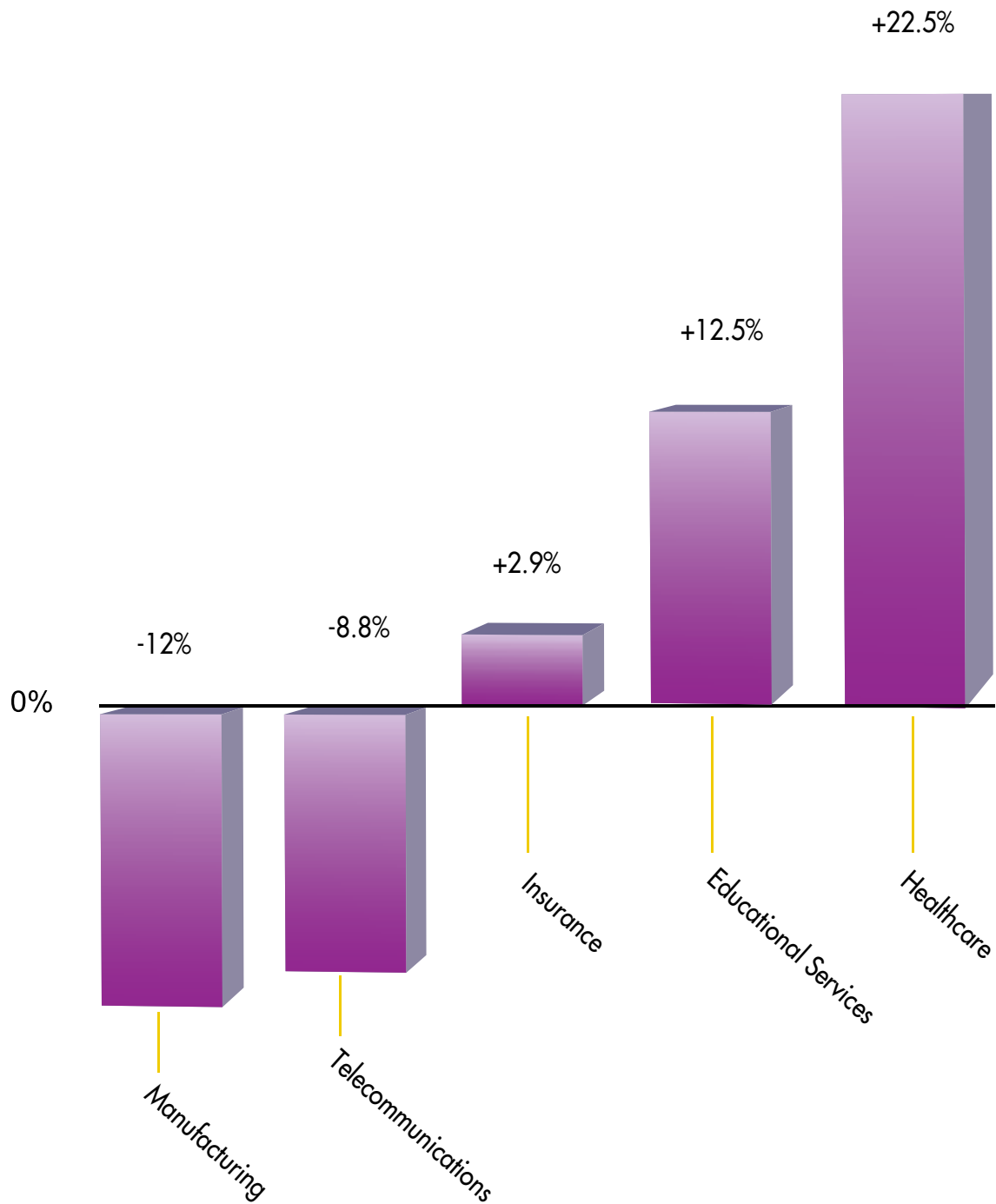


I am very grateful for the education I received with this program. I am currently working in an office and loving what I am doing. Thank you for your wonderful program.

Kim W., Missouri



*Projected Employment Growth by 2018**

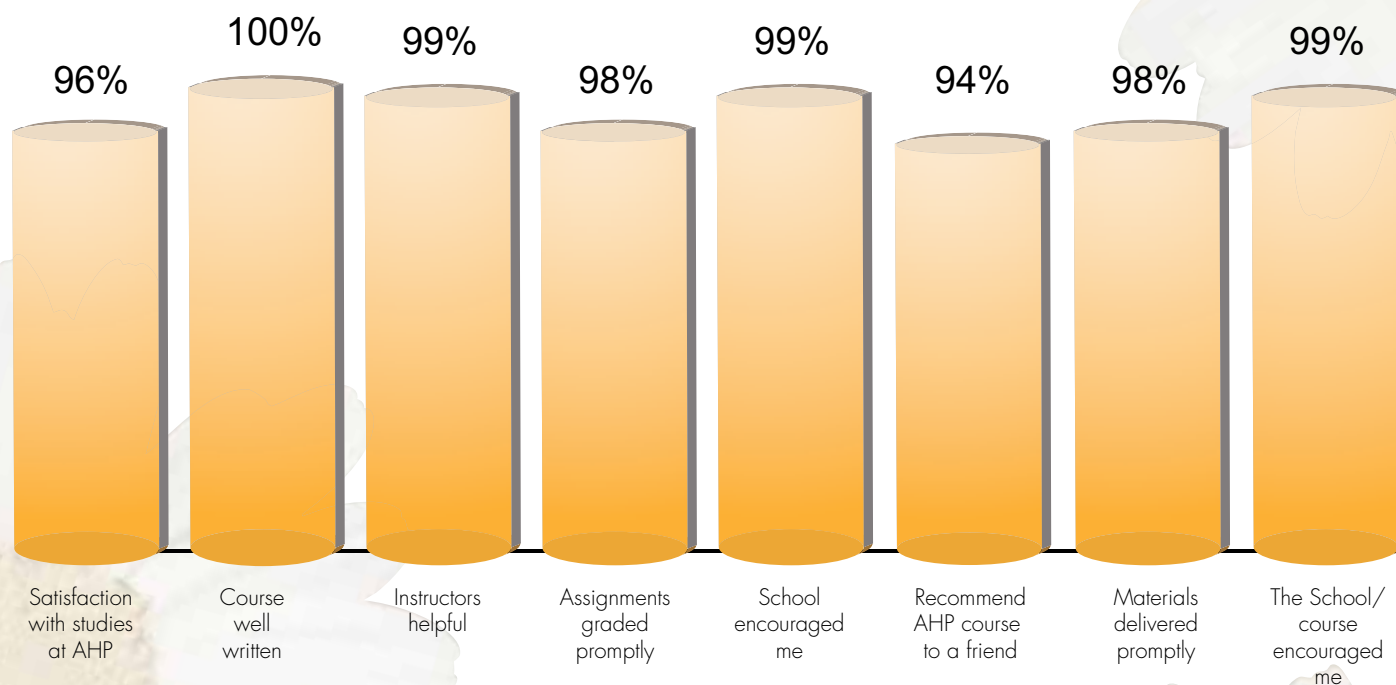


*U.S. Department of Labor - Bureau of Labor Statistics,
2008-2018 Occupational Outlook Handbook - online July 2011



Student Satisfaction Survey

Percentage of Satisfied Students





Here's what some of our graduates have to say:



Able to work on the course on my own time

I appreciate the opportunity given to me by At-Home Professions. I really learned so much information to prepare me for my new career. It was also great to be able to work on the course on my own time.

Brenda C., Tennessee



Questions answered promptly and satisfactorily

I would like to thank all the At-Home Professions staff. Anytime I had a question, it was answered promptly and satisfactorily. Also, my work has been noted to be top quality and I feel very prepared to be a working medical transcriptionist.

Jessica L., West Virginia



A smooth transition to the medical field

I enjoy what I do and feel my studies at At-Home Professions have contributed greatly to my medical knowledge and have helped make a smooth transition to the medical field from my prior work experience.

Michelle K., Pennsylvania



Hired me on the spot

I began my job search approximately one month after graduating from At-Home Professions, I was surprised and pleased to find work as a medical transcriptionist within two weeks. Most of the places I researched would not consider individuals without the required two years experience, but I was fortunate to send my resume to my current employer who immediately called me in for an interview and hired me on the spot without any actual experience only *because* of my At Home Professions training credentials.

Janet S., Colorado



How We Assist Our Graduates



My name is Karen Thompson, and I am the Graduate Services Supervisor for At-Home Professions. I have worked in the career counseling field for over 18 years. Our Graduate Services Department has a team of Counselors committed to helping our graduates succeed. When you succeed, we succeed. ***Here's how we assist you:***

Your Career Starter Kit will teach you how to prepare flyers, résumés, and work portfolios, how to advertise, what to charge, who to call, what to say, how to find doctors and much more.

If You Need Assistance, call our toll-free Graduate Help Line. A Graduate Counselor will be happy to work with you, reviewing the Career Starter Kit procedures, your marketing materials and interviewing techniques DVD. We want you to be successful and will motivate and encourage you in your job search!

The Bottom Line: We are available to assist you in marketing your new career. This assistance includes ongoing career support and is included as part of your program. So begin today! We support your dream to work at home.

From a Graduate

"I am very grateful to you for providing me with the tools and instruction to get and hold a job in Medical Transcription with Internal Medicine. It is definitely my most exciting venture and one that I hope to continue for a very long time. Your help in this career has been extremely valuable." June B., Florida



Frequently Asked Questions



- **What service does a Medical Transcriptionist & Editor provide for the doctor?**
A Medical Transcriptionist is a highly trained person who can take the doctor-dictated report of the patient's medical treatment and simply type it into a report form. A Medical Editor reviews medical reports issued by speech recognition software for accuracy.
- **Why is this information so important?**
The typed report becomes a permanent record of the patient's medical history. The Medical Transcriptionist is the information link between the doctor and the patient. Doctors depend on and respect the Medical Transcriptionist's expertise.
- **What are the advantages of becoming a Medical Transcriptionist & Editor?**
Plenty! You can work at home or in an office. If you work at home, you can be there for your family and do your work around your busy schedule. You have flexibility. Working at home you save money on daycare, commuting, office clothes and much more! You will be learning a skill where you can make an excellent income in a field that is in demand. And another bonus is that it's a fun and interesting job!
- **What kind of equipment will I need to take the course?**
For the course, you will need access to a PC with internet and word processing capabilities, a CD player and a printer.
- **I have not been in school for quite a while. Will this be hard to learn?**
Our award-winning course was designed in a way that lets you learn at your own pace. Everything is broken down into easy-to-follow steps. Our course allows you to learn the information you need to be proficient while enjoying yourself. We support you with Instructors who are available to answer questions and will work one-on-one with you. Just call our toll-free 800#, fax or email us anytime. It's almost like having a classroom right in your own home!

*In a very short time, with a little effort,
you can make this dream a reality!*



- **What kind of equipment do I need to do the job?**

You will need a PC with a word-processing program, a printer and a CD player. You may possibly need internet access.

- **How do I get the work? Do you get me a job?**

We teach you how to find the work and get the job. First, we teach you the skill of Medical Transcription; then we show you how to market yourself. Our marketing program is designed specifically for Professional Medical Transcription. We also have Graduate Counselors to assist you. Just call our toll-free number, and our counselors will be there to answer any questions and support you in your career.

- **Why is this field growing so fast?**

Simple. We have a population that is not only growing, it's aging. More people are going to more doctors, which results in more medical reports. Also, more doctors are required to submit typed reports in order to get paid by insurance companies.

- **How much can I earn as a Medical Transcriptionist & Editor?**

Experienced Medical Transcriptionists can earn \$16.00 to \$24.00 per hour and more as they progress. This is one job where you can give yourself a raise just by improving your typing skills.

- **What's so special about your school and the program you offer?**

At-Home Professions has been a state-licensed school for over 30 years. Experts in the field developed our Professional Medical Transcription & Editing program. We offer our students an excellent, up-to-date curriculum. You can work one-on-one with an Instructor by calling our toll-free number. We teach you how to market yourself and we provide Graduate Counselors to assist you after graduation. These services are provided as part of your program.

- **Is At-Home Professions accredited?**

Yes. At-Home Professions is an Accredited Member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. Because of this, our curriculum, faculty, administrative procedures and policies are reviewed on a regular basis to ensure that we continue to meet the DETC's exceptionally high standards of quality.

Think about it...



Do you want to work at home?

Be there for your family?

Save money?

Make an excellent income?

Learn an exciting, professional skill that is in demand?



Professional Medical Transcription & Editing Program Outline

COURSE 1 - Lessons

1) Welcome to the Exciting World of Medical Transcription

Discover the important role that medical transcriptionists play in the healthcare industry.

2) Word Parts and Root Words

Quiz 1

Medical terms are built from word parts. Begin to master medical terminology with a simple, word-building system that will teach you to pronounce and spell common medical root words.

3) Prefixes and Suffixes

Quiz 2

Explore common prefixes and suffixes used with medical terms and how they can change the meaning of the medical term. Practice pronouncing and writing medical terms using prefixes and suffixes.

4) Divide Medical Terms

Discover simple ways to define medical terms by easily dividing them into word parts.

5) Combine Medical Terms

Quiz 3

Discover the ease of creating a medical term from smaller, everyday word parts.

6) Listening Skills

Learn to spell what you hear—the easy way to master words with silent letters and letters that sound alike in dictation.

7) Forming Plurals

Quiz 4

Form plurals of English words, and apply simple rules for forming plurals of medical terms.

8) Proper Names and Acronyms

Explore real medical transcription to see how proper names and acronyms are written. Learn commonly used proper names and acronyms used in the medical industry.

9) Abbreviations and Numbers

Quiz 5

Practice writing common medical abbreviations and numbers that you'll use in your transcription work.

10) Medical Capitalization & Medical Punctuation

Quiz 6

Learn when to capitalize words as a medical transcriptionist. Become skilled at medical punctuation—even when the doctor does not dictate punctuation. Discover easy punctuation guidelines.

Course 1 Supplements

Course 1 Flashcards, School Catalog, Medical Terminology Audio, CD Organizer, Tote Bag, Daily Planner, Mavis Beacon Typing Tutor, Quiz Return Envelopes

COURSE 2 - Lessons

11) Grammar Basics

This lesson reviews the basics of grammar and guidelines to ensure your transcription is grammatically correct.

12) Listening Skills: Opposites and Sound Alikes

Quiz 7

Discover frequently used and misspelled antonyms and sound-alike words found in the medical field. Learn how to identify the correct sound-alike word.

13) Overview of Human Biology

Review biology basics that will provide a solid foundation for understanding the terms used in medical records.

14) Anatomy: Locate Parts of the Body

Quiz 8

Become skilled at the terms doctors use to describe the location of body parts.

15) Anatomy: Landmarks, Divisions and Body Cavities

Quiz 9

Practice locating anatomical landmarks and use these terms to describe locations on the body surface. Identify the body cavities that protect organs and keep them in a constant location.

16) Anatomy and Function of a Cell

Quiz 10

Explore the fascinating parts of cells and the critical role each part plays. Learn how cells gain nourishment and excrete wastes, reproduce and adapt to varying conditions.

17) Tissues and Organ Systems

Find out how cells form tissues, as well as the anatomy and functions of the various kinds of tissues. Study the organs of the body, their anatomy and their functions.

18) Specialists

Quiz 11

Advance your pronunciation skills, and learn how to write medical specialist titles. Study how to properly write medical credentials and degrees.

19) Disease Processes

Quiz 12

Learn to pronounce and write pathological terms (terms about disease) and etiology (the causes of disease). Discover how the body responds to injuries and abnormalities.

20) The Pharmacy and Clinical Laboratory

Explore the language of the pharmacy, systems of measurement and information on the clinical laboratory.

21) Medical Reports

All in this lesson—learn about the various types of medical reports you'll use as a transcriptionist, including the Basic Four. Practice formatting a History and Physical Examination (H&P) report—from headings to report contents.

22) Healthcare Records

Quiz 13

Explore the core record of the medical industry—the healthcare record. From paper records to electronic healthcare records, study regulations on how to store, amend, archive and destroy them. Learn the security-related issues concerning healthcare records.

Course 2 Supplements

Course 2 Flashcards, Medical Terminology Audio, HIPAA Basics—Understanding the Federal Regulations, The Joint Commission and Medicare Supplement: A Closer Look at Document Regulations, Stedman's Medical Dictionary with CD-ROM, Computer Basics Supplement, Quiz Return Envelopes



COURSE 3 - Lessons

23) Transcribing Skills

Practice deciphering dictation errors, correct transcription errors, explore artifacts (artificial sounds on dictation) and tricks for understanding unfamiliar accents. Learn to detect format errors, spelling and context errors and numerical errors in test results.

24) The Medical Transcriptionist's Tool Box

Quiz 14

Begin equipping your medical transcriptionist's tool box with research skills. Develop your listening skills, and stock up on easy-to-use resources.

25) Electronic Healthcare Records

Become familiar with electronic health records and how medical records are transitioning to an all-electronic computer-based system.

26) Integumentary System

Quiz 15—Reports

Explore the integumentary (skin) system—anatomy and physiology terms, medications, tests and procedures used to treat skin disorders. Transcribe chart notes, H&P reports and consultation reports for skin diseases.

27) Musculoskeletal System

Quiz 16—Reports

Study the musculoskeletal system—anatomy and physiology terms, medications, tests and procedures used to treat musculoskeletal problems. Transcribe chart notes, H&P reports and consultation reports for diseases of the muscles and bones.

28) Neurological System

Quiz 17—Reports

Learn about the neurological system—study anatomy and physiology terms for the nervous system, as well as medications, tests and procedures used to treat nervous system disorders. Transcribe chart notes, H&P reports and consultation reports for nervous system diseases.

29) Cardiovascular System

Quiz 18—Reports

Discover the anatomical and physiological terms related to the cardiovascular system, as well as medications, tests and procedures used to treat cardiovascular disorders. Transcribe chart notes and Big Four reports for cardiovascular diseases.

30) Immune System and Respiratory System

Quiz 19—Reports

Take a deep look into the immune and respiratory systems as you study the anatomical and physiological terms, medications and the tests and procedures used to treat disorders of these systems. Transcribe chart notes and Big Four reports for diseases of the immune and respiratory systems.

31) Gastrointestinal System

Practice—Reports

Explore the gastrointestinal system—from anatomical and physiological terms to medications, tests and procedures used to treat digestive problems. Transcribe chart notes and Big Four reports for gastrointestinal disorders.

32) Genitourinary System

Quiz 20—Reports

Study anatomy and physiology terms for the genitourinary system, along with medications, tests and procedures used to treat urinary diseases and male reproductive problems. Transcribe chart notes and Big Four reports related to these systems.

Course 3 Supplements

Computers—A Buyer's and User's Guide, Course 3 Flashcards, Medical Dictation Audio, Anatomy and Physiology Textbook, Medical Transcription Alphabetical Flashcards, Professional Development Series: Part I, Introduction to Microsoft Word Supplement, CD Organizer

Word® is a registered trademark of Microsoft, Inc.

COURSE 4 - Lessons

33) Transcription Technology

Quiz 21

Discover the latest trends in medical transcription. Learn to use transcription technology to make you a more effective and efficient transcriptionist. Discover keyboarding shortcuts, productivity software, online tools and more!

34) Reproductive System

Quiz 22—Reports

Explore the medical terms used for female reproductive system—from anatomical terms to medications, tests and procedures used to treat female reproductive issues. Transcribe chart notes and Big Four reports for female reproductive disorders and procedures.

35) Endocrine System

Quiz 23—Reports

Learn the anatomical and physiological terms, medications, tests and procedures used to treat the endocrine system. Transcribe chart notes and medical reports for this system.

36) Pediatrics

Quiz 24—Reports

Study medical terminology for pediatrics, as well as medications, tests and procedures used for childhood procedures and to treat diseases. Transcribe pediatric medical reports from real-world doctor dictation.

37) Neuropsychiatry

Quiz 25—Reports

Learn the terms used to discuss the world of psychiatry; study psychiatric medications, tests and procedures as well. Practice transcribing medical dictation for neuropsychiatry.

38) Professional Medical Ethics and Procedures

Quiz 26

Examine ethical behavior and work habits expected in the medical profession.

39) E-mail and Security

Quiz 27

In this lesson, discover effective virtual correspondence strategies, including composing, sending, receiving and opening e-mails, as well as important e-mail etiquette rules. Reduce risk from computer viruses and other security breaches.

40) Operative Reports

Quiz 28—Reports

Work with actual surgeons' dictation to transcribe operative reports. Operative reports state findings, actions taken, technical data and the results of surgical operations.

41) Pathology Transcription

Quiz 29—Reports

Discover the strategies for transcribing the nature and origin of disease. Explore autopsy transcription and learn about common causes of death for various organ systems.

Course 4 Supplements

Footpedal and Headset, Course 4 Flashcards, Medical Dictation Audio, Ergonomics: Creating a Healthy Working Environment, Professional Development Series: Part II, Express Scribe Supplement, Drug Resources Supplement

Turn to see Course 5 ➤



COURSE 5 - Lessons

42) Formats—Part 1

Practice formatting various medical report formats used in hospital settings.

Quiz 30—Reports

43) Practicum 1

Apply your formatting skills and knowledge of medical transcription in this instructor-guided practicum.

Quiz 31—Reports

44) Formats—Part 2

Discover expanded types of medical report formats used in hospital settings.

Quiz 32—Reports

45) Practicum 2

Apply your formatting skills and knowledge of medical transcription in this instructor-guided practicum.

Quiz 33—Reports

46) Diagnostic Imaging

Produce transcription from dictated radiological examination results. Radiological medical transcription includes x-rays and other types of sophisticated imaging techniques.

Quiz 34—Reports

47) Medical Letters

Learn the ins and outs of medical correspondence as you compose and format various types of medical correspondence for doctors.

Quiz 35—Reports

48) Practicum 3

Apply your formatting skills and knowledge of reports in this instructor-guided practicum.

Quiz 36—Reports

49) Introduction to Speech Recognition Editing Quiz 37—Reports

Examine a hot, new trend in medical transcription—medical editing. Uncover how speech recognition technology has contributed to this aspect of medical transcription. Get plenty of practice editing medical reports.

50) Advanced Speech Recognition Editing Quiz 38—Reports

Learn how to use speech recognition software and become familiar with basic and advanced editing skills. Gain experience editing authentic dictation from a variety of specialties.

51) Putting It All Together—Medical Transcription Final Quiz

Quiz 39—Final Exam

Congratulations! You are almost to the finish line! Complete your final assignment for this course, as well as explore professional organizations and continuing education and certification opportunities in medical transcription.

Course 5 Supplements

Medical Dictation Audio, Home Business Guide, Career Starter Kit, Resources for Medical Transcription, Professional Development Series: Part III
Graduate Bonus: *Association for Healthcare Documentation Integrity (AHDI) Book of Style*

Congratulations!
You made it to the finish line!





Success PromiseSM



Our Promise To You

We are so confident that our Medical Transcription & Editing program is the most dependable and effective way for you to learn and start a new career, that we give you our Success PromiseSM: When you complete your coursework and our Success PromiseSM program, you will get a job within six months or we will give you all of your money back. *You have our word.*

**Do you want to learn more about our
Success PromiseSM Program?**

**Visit our website or
log into your student account.**

At-Homeprofessions.edu

Affiliations and Partnerships



Accredited by the
Accrediting Commission
of the Distance Education
and Training Council



Approved by the
State of Colorado



Better Business
Bureau Member
A+ Rating



Colorado Association
of Career Colleges
and Schools



www.at-homeprofessions.com