

<b>Program(s) Title</b>	<b>Program Fee (Rs.)</b>
<b>Medical Transcription</b>	Rs. 30,000/-

**Training Partner:** MT Forum

**Certificate by:** The University of Delhi (DU) shall award 'Certificate of Completion' jointly signed by the official representative of the COL-DU and the training partner, i.e., MT Forum

#### **Course objectives:**

Medical transcription is the process whereby one accurately and swiftly transcribes medical records dictated by doctors and others, including history and physical reports, clinical notes, office notes, operative reports, consultation notes, discharge summaries, letters, psychiatric evaluations, laboratory reports, x-ray reports and pathology reports. MT or Medical Transcriptionist is a person who with knowledge of documentation standards assist physicians and specialty surgeons usually by transcribing, formatting, and proofreading their dictated medical reports. Medical transcription is an integral part of the American Healthcare Industry and is one of the few industries to not be affected by recession. The U.S. Department of Labor has projected that jobs in the medical transcription field will increase faster than average in the coming decade as the health care industry will continue to grow.

#### **Highlights of Course:**

1. Completely job oriented with assistance for placement with leading Medical Transcription companies on successful completion !!
2. 100% placement offers for the Previous batches
3. Stipend may be given to the deserving candidates during the internship !!
4. Exposure to the U.S. Healthcare Industry.
5. "Work from home opportunities", after gaining suitable experience.
6. Great working environment with largely 9 am to 5 pm working hours.
7. No prior knowledge of biology or medicine required!!
8. Well defined career path and you may progress to become quality analysts, team leaders, shift supervisors, client managers, or even run your own medical transcription company!

#### **Enhancement of productivity skills during training:**

1. Good listening and comprehension skills.
- 2 .Understanding of American way of speech and accent.
3. Familiarity with medical terminology.
4. English grammar
5. A good typing speed

#### **Eligibility:**

10+2 pass candidates (from any stream or subjects) can apply to join in this **MT** Certificate Course in DU. Candidates appearing or appeared in qualifying exams (i.e.10+2) may also apply. Students pursuing degree or diploma courses from any colleges or universities or institutes may apply. Applicants may also be subject to screening.

**Class Mode:** The classes shall be offered both through offline and online mediums.

**Course Duration:** Duration A total of 6 months program conducted as:

- a. 4 months of classroom and computer lab training at Campus of Open Learning, KeshavPuram (conducted as 6 hours every day, Monday to Friday)
- b. 2 months of on-the- job training with MT-Forum, which is a group of leading Medical Transcription Companies.

#### Selection Procedure

A simple screening test will be held

For any more information, please contact at 011-27181469 Alternatively, interested may also email at [infocoldu@gmail.com](mailto:infocoldu@gmail.com), for any queries