

Medical Transcriptionist Certificate

Supplemental Information

The Medical Transcription Program provides the necessary training to become a medical transcriptionist. Below are a list of class requirements and information.

System Requirements

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution monitor (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones or headset recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader such as Adobe

Browser:

- Internet Explorer* 7.x/8.x
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows* (XP®, Vista®, 7 with latest service pack)

You have the option of purchasing a Text Companion Upgrade through Career Step at an additional price. Contact Career Step for details.

You may take the final examination up to three times.

Enrollment shall be for a one-year term. You may extend your Career Step enrollment beyond the initial enrollment period upon payment of the applicable Program Extension Fee that is in effect by Career Step at the time of the extension purchase. There is currently no limit to the number of extensions, provided Program Extension Fees are paid from the time of the expiration of their initial enrollment period.

Registered Medical Transcriptionist (RMT) certification exam is administered by a third party organization and costs are not included with the program. The exam may be taken at a Kryterion testing center. The cost is \$120 for AHDI members and Career Step students receive a free AHDI associate membership.

Refunds not granted after login access to Career Step is provided.

* NOTE: The Medical Transcription Editor Program includes third party software tools that make the training only compatible with Microsoft Windows and Internet Explorer 7.x or 8.x.