

## What do Medical Transcriptionists do?

Medical Transcriptionists perform duties that help doctors, nurses and other health care professionals provide quality patient care. They use headsets, transcribing machines and computers to reproduce reports dictated by physicians and other health care professionals. Documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes and referral letters. These documents eventually become part of the patient's permanent file.

## Where do Medical Transcriptionists work?

Medical Transcriptionists work in hospitals, clinics, and medical group practices like in doctors' and dentists' offices. After becoming an experienced transcriptionist, many professionals may also work directly from their homes.

## How can I become a Medical Transcriptionist?

Medical Transcriptionists can earn an associate degree from vocational schools and community colleges,

which combine classroom instruction with on-the-job experience.

## Is this the career for me?

Medical Transcriptionists need to have strong computer skills. They must demonstrate academic aptitude and an ability to communicate. In addition to understanding medical terminology, medical transcriptionists must have good grammar and punctuation skills. Recommended high school courses include English, Health and Computer.

## How much do Medical Transcriptionists make?

The average annual salary for Medical Transcriptionists is \$27,780.

## Will I be able to get a job in Pennsylvania?

There are an average of 246 annual openings for Medical Transcriptionists in Pennsylvania.

*Where do I go for more information?*

# [www.pahealthcareers.org](http://www.pahealthcareers.org)

## Pennsylvania Center for Health Careers

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