



## Medical Transcriptionist Employment Requirements

To be considered for employment, applicants must have one year of recent work experience as a medical transcriptionist or must be a recent graduate of an AHDI certified transcription program. M\*Modal will consider applicants who have transcription experience in one or more of these areas:

- **Acute Care** - Applicants must have one year of recent work experience transcribing physician-dictated inpatient medical record reports: history and physicals, operative reports, consultations and discharge summaries.
- **Multi-specialty Clinic or ER** - Applicants must have one year of recent work experience transcribing physician-dictated multi-specialty clinic reports or ED reports: history and physicals, consultations, procedure notes, progress notes or Emergency Department reports. Experience in a minimum of three specialties is required in order to transcribe multi-specialty clinic reports.
- **Oncology** - Applicants must have one year of recent work experience transcribing physician-dictated, hospital-based oncology reports, which include procedure notes, discharge summaries, consultations, and clinic notes.
- **Radiology** - Applicants must have one year of recent work experience transcribing physician-dictated Diagnostic Imaging reports, such as X-rays, MRIs, CT scans, nuclear medicine and mammography.

Connectivity Requirements - A high-speed Internet connection is required for all acute care, multi-specialty clinic and ER Medical Transcriptionists. Radiology Medical Transcriptionists may require a second phone line and/or high-speed Internet connection. Radiology Medical Transcriptionist connectivity requirements will be determined by account assignment and communicated during the recruiting process.



Applicants who do not meet the above requirements will not be considered for medical transcription positions. Please note that the following experience **cannot** be considered in lieu of the requirement for one year of medical transcription experience:

- Educational training and internships
- Experience as:
  - a healthcare professional (nurse, medical assistant, physical therapist, lab technician, etc.);
  - an administrative assistant, legal assistant, court reporter or general transcriptionist;
  - a worker's compensation or insurance company transcriptionist; or
  - a medical biller or coder.

If you don't meet M\*Modal's training requirements, learn more about educational opportunities through Career Step's online [medical transcription training](#).