

Medical Records Demand Excellence

Any treatment provided by a medical professional to a patient must be painstakingly documented to ensure quality patient care. That's where the qualified medical transcriptionist comes in! When documentation is transcribed by a highly trained medical transcriptionist, medical staff and patients alike can be confident that medical records are accurate.



Get
Started
Today!

Jefferson State Follows equal opportunity admission policies and employment practices. College facilities are accessible to the handicapped.



Medical Transcription



Center For Community and Corporate Education
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, Al 35215

Registration
Fax: 205-856-7782
E-mail: workforcedev@jeffstateonline.com
Website: www.jeffstateonline.com

**The Center for Community
and Corporate Education**

Medical Transcription

Medical Transcription Certificate Program

Whether working in a professional medical setting or from the comfort and quiet of your own home, the medical transcription profession offers a wealth of opportunities, good compensation and rewarding job satisfaction. Let the Medical Transcription Course from Jefferson State Community College be the ticket to your new career! In Jefferson State's intensive training for Medical Transcriptionists, you'll learn and practice a variety of skills necessary for success in the field including: gaining an understanding of major medical specialties with attention to their associated diagnoses; symptoms, lab tests, and medications; practice in transcribing dictation by real doctors; medical terminology and methods of researching new terms, and word processing and typing techniques. With the solid training provided through this certification course, you'll have the skills, training and background needed to be in demand in the medical field.



Fees (Due Upon Registration)

Course Fees\$899
*Textbook\$55 approximately
Equipment\$69 approximately

*Textbook and equipment prices subject to change

High School Diploma or GED required

Compass Reading exam score of 70 required.

Registration Process

Complete the Center for Community and Corporate Education Registration Form and return it to us via:

- > Mail
- > Fax
- >E-mail
- >Walk In

Jefferson State Community College
The Center for Community and Corporate Education
2601 Carson Road
Birmingham, AL 35215
Phone: (205) 856-7710
Fax: (205) 856-7782
Email: workforcedev@jeffstateonline.com
Web: www.jeffstateonline.com/ccce

Payment

Payment is due at the time of registration. Please note that registration is not complete until course fees are paid in full. Payment may be made by VISA, MasterCard, Discover, check, money order, cash, or company-sponsored purchase order/documentation. Please deliver cash payments in person to Jefferson State's Center for Community and Corporate Education, George Wallace Hall, Room 202, 2601 Carson Road, Birmingham, Alabama. Make checks and money orders payable to Jefferson State Community College.

Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a "Withdrawal Form" within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed "Withdrawal Form" to the Center for Community and Corporate Education at least ten days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten business days in advance of the first day of class, waive their rights to a refund except for insufficient enrollment. The "Withdrawal Form" may be found at www.jeffstateonline.com.

Registration Form
Jefferson State Community College
The Center for Community and Corporate Education
2601 Carson Road
Birmingham, AL 35215
205-856-7710

Name _____

Social Security Number _____

Home Address _____

E-mail _____

Employer _____

Work Phone _____ Home Phone _____

Payment Method: () Check _____

(Amount)

() Credit Card: VISA, MasterCard, Discover (circle one)

Account Number _____ Expiration Date _____

I certify that Jefferson State Community College, Department of Business Operations/Financial Services, has permission to bill my credit card in the amount of \$899.00 for Medical Transcription.

Signature of Card Holder

() Company Sponsored (P.O.# _____)

Billing Address _____

Signature of Manager Who Approved Training

Authorization for Billing if Applicable

Register Today!