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HEALTHCARE DOCUMENTATION SPECIALIST

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Job Description

A medical transcriptionist is a healthcare documentation specialist. Transcriptionists listen to a voice recording made by a doctor or other healthcare professional and either transcribes the information into a captured electronic record, or reviews and edits a version produced by a speech recognition technology software program for the record. These reports become part of the legal medical record and include medical histories, discharge summaries, physical examination reports, operating room reports, diagnostic imaging studies, consultation reports, autopsy reports, referral letters and other documents. These reports are important because they serve as the foundation for ongoing clinical decision-making, continuity of care, maximized reimbursement and risk management.

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Graduates may elect to take a credentialing exam to become a Registered Healthcare Documentation Specialist (RHDS).

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Essential Job Functions

- Accurate listening ability / skills
- Ability to sit for long periods of time
- Accurate keyboarding skills
- Attention to detail
- Concentration and critical thinking skills
- Strong English grammar skills

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Career Opportunities

The RHDS has many diverse employment opportunities from which to choose. The majority are employed in the following work setting:

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- Hospitals
- Clinics
- Physician Offices
- Legal Offices
- Pathology / Radiology
- Transcription Service / Home Based
- Independent Contractor / Home Based

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Approximate Salary in Nevada

Hourly Wage Range.....\$16.16 - \$23.30

Median Hourly Wage.....\$18.52

Source: Nevada 2018 OES Wage Data
www.nevadaworkforce.com



Approximate Costs

(Costs are subject to change)

Tuition:

31 credits x \$115.50 per credit hr.	\$3,580.50
Student Union Fee per credit hr.....	\$8.00
Technology Fee per credit hr.....	\$10.50
Books	\$1,000.00
Lab Fees	\$50.00/per lab

Student Member in Professional Assoc.....	\$55.00
National Certification Exam.....	\$100.00 - \$230.00

College Application Fee	\$20.00
One-time, non-refundable fee charged to new students only.	

Non-Resident Fee	\$4,049.50 per semester
This is in addition to the tuition and technology fee and is assessed to nonresident students enrolling in 7 or more credit hours.	

Program Description

The Healthcare Documentation Specialist program is designed for the working student. The majority of students carry 6-7 credit hours per semester and continue to work full-time jobs. The standard rule for study time is approximately 3 hours for every 1 credit hour. The program courses are all offered online, thus physical attendance in class is not required.

Admission Requirements

The CSN Healthcare Documentation Specialist program is an Open Entry program, therefore, a "Limited Entry Application to a Health Science Program" is NOT required. However, there may be course restrictions or prerequisites. Cross reference each required course with the College Catalog to verify any restrictions. See the reverse side for specific requirements.

Application Deadline

No application is required. Complete all courses listed on the reverse side to receive a Certificate of Achievement in Healthcare Documentation Specialist.