

## Diploma Program Length: 51 Weeks

NOC Code: 1251

<b>Medical Transcription</b>	<b>42 Weeks</b>
Introduction Program Orientation Computer Basics Microsoft Outlook Microsoft Word Microsoft Excel Keyboarding Techniques Medical Report Formatting Body as a Whole Grammar and Style Pharmacology Skeletal System Speech Recognition Muscular System Integumentary System Cardiovascular System Proficiency Improvement Examination – 1 Respiratory System Gastrointestinal System Genitourinary System Reproductive System Endocrine System Lymphatic, Immune and Allergy Sensory System Nervous System Psychiatry Oncology Surgical and Advanced Transcription Professional Issues Career Development Preparing for Proficiency Improvement Examination – 2 Proficiency Improvement Examination – 2 Proficiency Improvement Examination – 3	
<b>Internship</b>	<b>8 Weeks</b>
<b>Career Management</b>	<b>1 Week</b>
<b>Program highlights include:</b> Registered and approved diploma Career services Job search assistance Alumni program benefits *Eligibility to pursue AHDI Registered Healthcare Documentation Specialist (RHDS) certification	

Additional notes and admission requirements can be found on page 2.

**Admission requirements:** Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students. In addition, an entrance examination must be successfully passed, along with a typing test to demonstrate a minimum of 40 wpm.

**Accreditation policy:** Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

The majority of this program is computer based learning with an available online facilitator. It requires attendance for 5 hours each day.

\*Students wishing to pursue the RHDS certification must make arrangements directly with AHDI ([www.ahdionline.org](http://www.ahdionline.org)).

**Note:** In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on start date.

You can find our key performance indicators (graduation rate, employment rate, etc.) at [www.triOS.com/kpi](http://www.triOS.com/kpi). These are older statistics from 2013.

triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.