



Frequently Asked Questions

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1. Is Career Step an accredited or registered school?

Career Step is registered under the Utah Post-Secondary Proprietary School Act.

Transcription (Medical Transcription and Medical Transcription Editor)

Career Step is currently pursuing national accreditation and has been a leader in medical transcription education for almost 20 years, and the Medical Transcription training program is certified and approved by the Approval Committee for Certificate Programs (ACCP), which is a joint committee established by the Association for Healthcare Documentation Integrity (AHDl) and the American Health Information Management Association (AHIMA). At this time, AHDl does not have an approval process for medical editing and speech recognition specific courses; however, the AHDl-approved Medical Transcription curriculum is the foundation of the Medical Transcription Editor program.

Coding (Outpatient Medical Coding & Billing and Inpatient/Outpatient Medical Coding & Billing)

Career Step is currently pursuing national accreditation. The Career Step Medical Coding and Billing programs have been developed in collaboration with industry employers and experts to ensure that they help students gain the skills necessary to pass national industry certification exams. These industry certifications are not required for employment, but earning these credentials makes a coder more marketable and generally increases their earning capacity. Career Step graduates report being well prepared for these exams, and the vast majority of those who take a certification exam after graduation report earning their credential.

Pharm Tech

Career Step is currently pursuing national accreditation, and the Career Step Pharmacy Technician program has been developed in collaboration with practicing pharmacists, nationally certified pharmacy technicians, and subject matter experts to ensure that students gain the skills necessary to pass national industry certification exams. Although certification is not required in all states, certified pharmacy technicians enjoy increased pay, greater marketability, and more flexibility when searching for a job.

MAA

The Career Step Medical Administrative Assistant program is certified by the National Healthcareer Association and was developed by industry professionals with years of experience. The program is specifically designed to prepare you to pass the Certified Medical Administrative Assistant (CMAA) exam and get a job right after graduation.

AA

Career Step is currently pursuing national accreditation. The Career Step Administrative Assistant program is was developed by industry professionals with years of experience. The program is specifically designed to prepare you to earn the Microsoft Office Specialist Master credential and get a job right after graduation.

2. How long has Career Step been in business?

Career Step has been in business since 1992. The Medical Transcription training program was released in its online format in 1999. The Medical Coding program was first launched in 2004. Since then, Career Step has added many courses, including Inpatient/Outpatient Medical Coding & Billing, Medical Transcription Editor, Pharmacy Technician and Medical Administrative Assistant.

3. What is the state of this industry? Is there high demand?

Transcription

As part of the expanding healthcare industry, the medical transcription field (encompassing both medical transcription and medical transcription editing) is enjoying significant growth. The [2010-2011 report](#) released by the U.S. Department of Labor's Bureau of Labor Statistics estimates:

- **A healthy job market** as industry employment is projected to grow by 11%, or 11,700 new jobs, from 2008 through 2018.
- **A high demand** for transcription services, sustained by the continued need for electronic documentation that can be easily shared.
- **Growing number of professionals needed** in the field to amend patients' records, edit documents from speech recognition systems, and identify discrepancies in medical reports.

The report also further states, "Contracting out transcription work overseas and advancements in speech recognition technology are not expected to significantly reduce the need for well-trained [domestic] medical transcriptionists."

Coding

As part of the expanding healthcare industry, the Medical Coding and Billing field is enjoying significant growth. The [2010-2011 report](#) released by the U.S. Department of Labor's Bureau of Labor Statistics estimates:

- **A healthy job market** as industry employment is projected to grow by 20%, or 35,100 new jobs, from 2008 through 2018.
- **A high demand** for coding and billing services, sustained by an increase in the number of medical tests, treatments, and procedures performed, which will be the result of the aging population.
- **Very good job prospects** as the industry is expected to grow much faster than the average for other occupations.

The report also further states, "Job prospects should be very good. In addition to job growth, numerous openings will result from the need to replace . . . technicians who retire or leave the occupation permanently."

Pharm Tech

The pharmacy technician field is a part of the growing healthcare industry as well as one of the 20 fastest growing occupations in the nation. The [2010-2011 report](#) released by the U.S. Department of Labor Bureau of Labor Statistics estimates:

- **A rapidly expanding job market** as the field is predicted to grow by 31%, or almost 100,000 new jobs, before 2018.
- **High demand and good job prospects** for pharmacy technicians with formal training or certification.
- **A growing number of professionals needed** in the field to meet the high demand for prescriptions fueled by an aging population and continued scientific advances.

The report also further states, “The increased number of middle-aged and elderly people . . . will spur demand for pharmacy workers . . . In addition, as scientific advances lead to new drugs, and as more people obtain prescription drug coverage, pharmacy workers will be needed in growing numbers.”

MAA

Medical administrative assistants can be found working in doctors’ offices, dental offices, hospitals, outpatient clinics, insurance companies, and almost every other medical facility. There are opportunities in almost every community, and the U.S. Department of Labor estimates that the demand for medical administrative assistants will grow by 27%, or 125,000 new jobs, before 2018.

AA

Administrative assistants can be found working in schools, government agencies, and corporate settings across a broad range of industries. The [U.S. Department of Labor](#) estimates that employment in this field will grow by 11% by 2018, which equates to over 471,000 new jobs.

4. How likely am I to get hired after graduation?

Transcription

Career Step students get jobs because we have been offering quality medical transcription training for almost 20 years. Our training is well known and respected within the industry, particularly by employers, because we design our training programs to meet employer needs. Over 700 companies have hired Career Step grads (over 120 have hired our graduates in just the last year), and the vast majority of graduates are hired within a few months of graduation. Career Step’s curriculum is so trusted that many companies are even willing to waive their employment experience requirements for Career Step graduates. A recent Career Step survey reported that 85% of our graduates are employed.

Coding

The Career Step Medical Coding and Billing programs are specifically designed to help you gain the knowledge and skills necessary to succeed in the workplace. Companies who have hired our graduates consistently report that Career Step grads perform on the same level as many experienced coders, which builds Career Step’s reputation for excellence in the industry.

Another measure of the quality of Career Step graduates and their preparation and marketability in the industry is the level of preparation our graduates bring to national industry certification exams. In a Career Step survey, 90% of respondents who had taken a certification exam after graduation from Career Step's training programs reported passing the exam and earning their credential. (The industry organizations that offer these certification exams report national average pass rates in the range of 60 to 70%.) These credentials prove to employers a certain skill level, and the high passing rate of Career Step graduates proves their preparation for the workplace.

Pharm Tech

The Pharmacy Technician field is one of the top 20 fastest growing occupations in the nation—the U.S. Department of Labor projects that employment of pharmacy technicians will increase by 31%, or almost **100,000 new jobs** before 2018.

The Department of Labor states that job prospects will be especially good for those technicians who have formal training or are certified. As a Career Step graduate, you'll have both! The Career Step training program was developed in collaboration with practicing pharmacists, certified pharmacy technicians, and subject-matter experts to make sure you gain all of the knowledge and skills you need to quickly excel in the workplace. The program also helps you prepare to take the national certification exams immediately upon graduation, helping you increase your earning potential, marketability, and flexibility in the job market.

MAA

There are medical administrative assistant opportunities in almost every community, and the field is expected to grow by 125,000 new jobs before 2018. With Career Step you can be prepared in less than 3 months to take advantage of this growth and have a successful career as a medical administrative assistant! You'll have everything you need to succeed, including comprehensive curriculum developed by industry professionals, the flexibility to train on your own schedule, and live student and graduate support. Gain the knowledge and skills you need to get hired and start your successful career as a medical administrative assistant.

AA

There are administrative assistant opportunities in almost every community, and the field is expected to grow by more than 471,000 new jobs before 2018. With Career Step you can be prepared in as little as 2 months to take advantage of this growth and have a successful career as an administrative assistant! You'll have everything you need to succeed, including comprehensive curriculum developed by industry professionals, the flexibility to train on your own schedule, and live student and graduate support. Gain the knowledge and skills you need to get hired and start your successful career as an administrative assistant.

5. How much can I expect to earn?

Transcription

The [U.S. Bureau of Labor Statistics report](#)—encompassing both medical transcription and medical transcription editing professionals—states that the middle 50% of professionals in the field earn between \$27,090 and \$38,590 a year (this includes part-time and full-time). However,

it is important to remember that the majority of transcriptionists and editors are typically paid on a production basis, which offers the opportunity to earn more as you become more familiar with the work, when you work more often, and if you increase your speed or efficiency.

Coding

The [U.S. Department of Labor's Bureau of Labor Statistics](#) classifies medical coding and billing professionals as Medical Records and Health Information Technicians and reports that the middle 50% earn between \$24,290 and \$39,490 a year (this includes part-time and full-time). The American Academy of Professional Coders (AAPC) also recently reported that credentialed coders earn significantly more than their non-credentialed colleagues, stating that the average annual wage for a credentialed coder is \$43,100 while non-credentialed coders earn an annual average of \$36,500. The Career Step training program is designed to help you prepare for the national certification exams that will help you increase your earning potential as a coding and billing professional.

Pharm Tech

The [U.S. Department of Labor Bureau of Labor Statistics](#) reports that the middle 50% of pharmacy technicians earn between \$23,020 and \$33,820 a year. These figures are an average for the industry as a whole, and specific pay rates vary by region, employer, and work setting. Certification is also a major factor in determining pharmacy technician pay, and as a Career Step graduate, you will be prepared to take the national certification exams immediately upon graduation, giving you the opportunity to increase your earning potential very quickly after graduation.

MAA

The [U.S. Department of Labor Bureau of Labor Statistics](#) reports that the middle 50% of medical administrative assistants earn between \$24,950 and \$36,830 a year. These figures are an average for the industry as a whole, and specific pay rates vary by region, employer, and work setting. As a Career Step graduate, you will also be prepared to pass the Certified Medical Administrative Assistant (CMAA) exam immediately after graduation, which will increase your job opportunities and earning potential.

AA

The [U.S. Department of Labor Bureau of Labor Statistics](#) reports that the middle 50% of administrative assistants earn between \$24,000 and \$37,290 a year. These figures are an average for the industry as a whole, and specific pay rates vary by region, employer, and work setting. The Department of Labor also specifically states that employment opportunities will be especially good for those with strong computer skills, and as a Career Step graduate, you will be prepared to earn the Microsoft Office Specialist Master credential immediately after graduation, which may increase your job opportunities and earning potential.

6. What job placement services does Career Step provide after graduation?

Transcription

Career Step offers personalized, post-graduation resources for your job search, including:

- Personal consultation with a Graduate Advisor

- Access to employment and referral directories
- Contracts and pricing guide
- Personalized interview tutorials and training
- Individual resume and cover letter review, tips, and advice
- Access to Career Step's help hotline for a full year after graduation

These resources offer the personalized help you need after graduation to quickly and easily transition to the workplace. With this individualized help and attention, the vast majority of our graduates are hired within a few months of graduation.

Coding

Career Step offers personalized, post-graduation resources for your job search, including:

- Personal consultation with a Graduate Advisor
- New job opening notifications
- Personalized interview tutorials and training
- Individual resume and sales letter review, tips, and advice
- Access to Career Step's help hotline for a full year after graduation

These resources offer the personalized help you need after graduation to quickly and easily transition to the workplace. With this individualized help and attention, the majority of our graduates are hired within a few months of graduation.

Pharm Tech

Career Step offers personalized, post-graduation resources for your job search, including:

- Personal consultation with a Graduate Advisor
- Personalized interview tutorials and training
- Individual resume and cover letter review, tips, and advice
- Access to Career Step's help hotline for a full year after graduation

These resources offer the personalized help you need after graduation to quickly and easily transition to the workplace. With this individualized help and attention, the majority of our graduates are hired within a few months of graduation.

MAA

Career Step offers personalized, post-graduation resources for your job search, including:

- Personal consultation with a Graduate Advisor
- Personalized interview tutorials and training
- Individual resume and cover letter review, tips, and advice
- Access to Career Step's help hotline for six months after graduation

These resources offer the personalized help you need after graduation to quickly and easily transition to the workplace. With this individualized help and attention, the majority of our graduates are hired within a few months of graduation.

AA

Career Step offers personalized, post-graduation resources for your job search, including:

- Personal consultation with a Graduate Advisor
- Personalized interview tutorials and training
- Individual resume and cover letter review, tips, and advice
- Access to Career Step's help hotline for six months after graduation

These resources offer the personalized help you need after graduation to quickly and easily transition to the workplace. With this individualized help and attention, the majority of our graduates are hired within a few months of graduation.

7. How is the Career Step program set up? What kind of material is covered?

MT / MTE / IOMCB / OMCB

The Career Step Medical Transcription and Medical Coding and Billing training programs are broken into 2 distinct sections—the foundational material (text-book style learning) and the practical, real-world experience-building material (called the practicum).

The first third of the program covers the foundational material. This section approaches subjects such as anatomy, medical terminology, and pharmacology, among others, in a traditional text-book style. You'll read through lessons, take tests and quizzes, practice new terms with flash cards, etc. in order to gain the foundational knowledge you'll need in the practical section of the course.

In the practical, real-world training section of the course, you'll put to work all the knowledge that you learned in the first part of the program. You'll spend about two thirds of the course in this section because this is what is really going to prepare you to get a job right after graduation. In this section, you'll be learning and practicing the skills required in the workplace on real files, provided to Career Step by employers. In addition to coding or transcribing these files you'll also have access to interactive tools, puzzles, and third party software tools.

Pharm Tech

The Career Step Pharmacy Technician training program is made up of 14 modules and a final exam. Each module covers a specific topic crucial to a practicing pharmacy technician, and the entire program is designed to help you prepare for the national certification exams and to work in both retail and hospital or clinic pharmacy settings. Topics covered include pharmacology, pharmacy law and regulations, pharmaceutical calculations, retail pharmacy practice, and institutional pharmacy practice.

You can take a look inside the Career Step Pharmacy Technician program with our online demo at CareerStep.com/pharmtech-demo.

MAA

The Career Step Medical Administrative Assistant training program is made up of 18 modules and a final exam. You'll start each module by reviewing a specific learning objective and then move on to various reading assignments. These reading assignments have short quizzes,

interactive games, videos, and images throughout to make it more interesting and help you quickly learn the material. Topics covered include medical terminology, Microsoft Office software, medical law and ethics, office procedures and management, and practice finances.

You can take a look inside the Career Step Medical Administrative Assistant program with our online demo at [CareerStep.com/maa-demo](https://www.careerstep.com/maa-demo).

AA

The Career Step Administrative Assistant program is offered entirely online, providing 24/7 access to all material and allowing you to progress through the curriculum on your own schedule and at your own pace. The program is broken into modules, or course subjects, all of which focus on helping you build the essential knowledge and skills of an administrative assistant. Upon graduation, students will have the knowledge and skills necessary to earn their Microsoft Office Specialist Master certification.

You can get a sneak peek inside the Career Step Administrative Assistant program with our online demo at [CareerStep.com/aa-demo](https://www.careerstep.com/aa-demo).

8. What happens after I register at my school?

Your school will send your registration information to Career Step, and within 24-48 hours you will receive an email from Career Step containing your login and password to begin the program. You can get started right away!

9. How long is the training program?

Transcription

The Medical Transcription Editor program is estimated at 640 completion hours and the Medical Transcription training program is estimated at 570 completion hours. Since the programs are completely self-paced and the online training format allows you the flexibility to study as much or as little as your schedule allows, the time it takes to complete the course will vary from other students. Some students are able to complete their 640 hour training program in as little as 4 months (working on the course full-time, 8 hours a day 5 days a week) and others, who are more limited in the time they can devote to the course, take longer (for example, students who can devote about 20 hours a week may finish the 640 hour MTE program in about 8 months).

You'll have a full year to complete the program. If you need extra time to complete the course after your initial one-year enrollment, we have 4-month extensions available for purchase.

Coding

The Inpatient/Outpatient Medical Coding & Billing program is estimated at 640 completion hours and the Outpatient Medical Coding & Billing program is estimated at 570 completion hours. Since the programs are completely self-paced and the online training format allows you the flexibility to study as much or as little as your schedule allows, the time it takes you to complete the course will vary from other students. Some students are able to complete their training program in as little as four months (working on the course full-time, 8 hours a day 5 days a week) and others, who are more limited in the time they can devote to the course, take

longer (for example, students who can devote about 20 hours a week may finish in about 8 months).

You'll have a full year to complete the program. If you need extra time to complete the course after your initial one-year enrollment, we have 4-month extensions available for purchase.

Pharm Tech

The Career Step Pharmacy Technician training program is estimated at 285 completion hours. Since the program is completely self-paced and the online training format allows you the flexibility to study as much or as little as your schedule allows, the time it takes you to complete the course will vary from other students. Some students are able to complete their training program in as little as two or three months (working on the course full-time, 8 hours a day 5 days a week) and others, who are more limited in the time they can devote to the course, take longer (for example, students who can devote about 15 hours a week may finish in about 5 months).

You'll have a full 6 months to complete the program. If you need extra time to complete the course after your initial 6-month enrollment, we have 3-month extensions available for purchase.

MAA

The Career Step Medical Administrative Assistant training program is estimated at 200 completion hours. Since the program is completely self-paced and the online training format allows you the flexibility to study as much or as little as your schedule allows, the time it takes you to complete the course will vary from other students. Some students are able to complete their training program in as little as two or three months and others, who are more limited in the time they can devote to the course, take longer (for example, students who can devote about 10 hours a week may finish in about 5 months).

Every student who enrolls in the Career Step Medical Administrative Assistant training program receives an initial 3-month period of enrollment—and we currently offer an additional 3 months at no extra charge! You'll have a full 6 months to complete the program. If you need extra time to complete the course after your initial 6-month enrollment, we have 3-month extensions available for purchase.

AA

The Career Step Administrative Assistant training program is estimated at 140 completion hours. Since the program is completely self-paced and the online training format allows you the flexibility to study as much or as little as your schedule allows, the time it takes you to complete the course will vary from other students. Many students are able to complete their training program in as little as 2 or 3 months and others, who are more limited in the time they can devote to the course, take longer (for example, students who can devote about 10 hours a week may finish in about 4 months).

Every student who enrolls in the Career Step Administrative Assistant training program receives an initial 3-month period of enrollment—and we currently offer an additional 3 months at no extra charge! You'll have a full 6 months to complete the program. If you need extra time to

complete the course after your initial 6-month enrollment, we have 3-month extensions available for purchase.

10. Student Support: What kind of student support does Career Step offer?

Career Step's student support has several levels and is designed to ensure that you're not alone as you work through the online course.

Student Support Advisors have professional experience in the industry and are uniquely qualified to answer questions about both the curriculum and the industry. They provide timely answers to questions about the program material and offer a number of personal consultations throughout the training to help students master important concepts. Student Support Advisors also hold weekly chats where students can ask questions and learn from other students' questions.

Technical Support Advisors are knowledgeable, experienced, and available six days a week to help you work through any technical or computer issues encountered within the training program.

Though the course is entirely online, you'll never be on your own. Career Step's student support team will always be there to offer **personal, on-going support** all the way through the training program. The student program website contains complete information for contacting Student Support and Technical Support by email, phone and chat.

11. What qualifies a student as a graduate of the Career Step programs?

A student must score 85% or higher on both the written and transcription or coding portions of the final exam in order to pass and graduate. After passing the final exam, students will receive a certificate of graduation from Career Step indicating their achievement level. The achievement levels are the following:

- Certificate of Graduation, 85 to 89.99%
- Certificate of Graduation with Honors, 90 to 94.99%
- Certificate of Graduation with High Honors, 95 to 100%

12. Will I be certified upon graduation?

Transcription

The Association for Healthcare Documentation Integrity (AHDI) maintains two industry credentials, the Registered Medical Transcriptionist (RMT) credential and the Certified Medical Transcriptionist (CMT) credential. The RMT exam is designed for entry-level medical transcriptionists, and the CMT exam is designed for medical transcriptionists who have two years of experience in the industry.

Very few industry employers require these credentials as a prerequisite to employment, and while your graduation from a Career Step program will not award you either credential, graduates who have taken the exams have generally done well since the Career Step's medical

transcription curriculum, in both the Medical Transcription Editor and Medical Transcription programs, helps students build a solid foundational understanding of the medical transcription profession.

Coding

The Career Step courses are specifically designed to prepare students for national, entry-level coding certification exams, even though certification is not required as a prerequisite by all employers. The exams most commonly taken directly after graduation by Career Step graduates are the Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC) and the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA).

Although graduation from the Career Step Medical Coding and Billing training program does not automatically award you a coding credential, the course is specifically designed to help you gain the foundation and skills you need to earn the appropriate credentials—in a Career Step survey, 90% of respondents who had taken a certification exam after graduation from Career Step's training programs reported passing the exam and earning their credential.

Pharm Tech

The Career Step Pharmacy Technician program is specifically designed to prepare students to take the national certification exam offered by the Pharmacy Technician Certification Board (PTCB) immediately upon graduation. Although this certification is not required in all states, certified pharmacy technicians enjoy:

- **Increased pay** as certification proves a level of expertise
- **Greater marketability** when searching for a job
- **More flexibility** to choose from a wider variety of positions or geographies

The PTCB Exam requires extensive preparation and a mastery of basic pharmacology knowledge. The Career Step model ensures that you have comprehensive certification preparation by including videos, games, practice exercises, and access to a certified and experienced pharmacy technician support advisor.

MAA

The Career Step Medical Administrative Assistant program is specifically designed to prepare you to pass the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association immediately upon graduation. Though this certification is not required for employment, earning this credential increases your job opportunities and earning potential as well as proving a level of professionalism to your potential employers.

AA

Certification is not required for employment. However, the [U.S. Department of Labor](#) states, "[Job] opportunities should be best for applicants with extensive knowledge of computer software applications." The Career Step Administrative Assistant program prepares you for the Microsoft Office Specialist Master credential, which will prove your knowledge of software applications and may increase your job opportunities and earning potential.

13. Materials Needed: What do I need to complete this course?

MTE

Your enrollment in the Medical Transcription Editor training program includes everything you will need to train for a successful career in medical transcription and editing. Your enrollment includes:

- Access to 640 hours of expert-created curriculum
- Unlimited student and technical support
- Transcription foot pedal (device used to control audio playback when transcribing)
- 15-month membership to the Association for Healthcare Documentation Integrity (AHDI)
- 15-month subscription to Benchmark KB (an online database that includes a dynamic medical dictionary, *AHDI Book of Style*, and many other medical transcription resources)

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x *
- Safari 4.x or greater (Mac only)*
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)*

*Note: The Medical Transcription Editor program includes a third party software tool that makes the training only compatible with Microsoft Windows and Internet Explorer 7.x or 8.x.

MT

Your enrollment in the Medical Transcription training program includes everything you will need to train for a successful career in medical transcription. Your enrollment includes:

- Access to 570 hours of expert-created curriculum
- Unlimited student and technical support

- Transcription foot pedal (device used to control audio playback when transcribing)
- 15-month membership to the Association for Healthcare Documentation Integrity (AHDI)
- 15-month subscription to Benchmark KB (an online database that includes a dynamic medical dictionary, *AHDI Book of Style*, and many other medical transcription resources)

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x
- Safari 4.x or greater (Mac only)
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)

Coding (IOMCB)

Your enrollment in the Inpatient and Outpatient Career Step Medical Coding and Billing training program includes everything you will need to train for a successful career in medical coding and billing. Your enrollment includes:

- Access to 640 hours of expert-created curriculum
- Unlimited student and technical support
- Complete library of industry standard codebooks
- Access to 3M encoding software, resources, and references

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x *
- Safari 4.x or greater (Mac only)*
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)*

*Note: The Inpatient and Outpatient Medical Coding and Billing program includes a third party software tool that makes the training only compatible with Microsoft Windows and Internet Explorer 7.x or 8.x.

Coding (OMCB)

Your enrollment in the Career Step Outpatient Medical Coding and Billing training program includes everything you will need to train for a successful career in medical coding and billing. Your enrollment includes:

- Access to 640 hours of expert-created curriculum
- Unlimited student and technical support
- Complete library of industry standard codebooks

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x
- Safari 4.x or greater (Mac only)
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)

Pharm Tech

Your enrollment in the Career Step Pharmacy Technician training program includes everything you will need to train for a successful career as a pharmacy technician. Your enrollment includes:

- Access to 285 hours of expert-created curriculum
- Unlimited student and technical support
- Comprehensive Pocket Guide for Technicians drug reference handbook

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)
- Sound card and speakers (Earphones recommended)
- Available USB port

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x
- Safari 4.x or greater (Mac only)
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)

MAA

Your enrollment in the Career Step Medical Administrative Assistant training program includes everything you will need to train for a successful career as a medical administrative assistant. Your enrollment includes:

- Access to expert-created curriculum
- Unlimited student and technical support
- A pocket style guide for on-the-job business writing reference
- Valuable graduate resources

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)

- Sound card and speakers

Software:

- Adobe Flash Player (ver. 10 or higher)
- Windows Media Player (ver. 10 or higher) or Quicktime Player (ver. 7 or higher)
- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x
- Safari 4.x or greater (Mac only)
- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)

AA

Your enrollment in the Career Step Administrative Assistant training program includes everything you will need to train for a successful career as an administrative assistant. Your enrollment includes:

- Access to expert-created curriculum
- 11-volume text companion series of textbooks
- Unlimited student and technical support
- A pocket style guide for on-the-job business writing reference
- Microsoft Office quick-reference guides
- Valuable graduate resources

Since the course is completely online, your computer will play an important role in your learning experience. We recommend the following minimum computer system specifications:

Hardware:

- Active internet connection (High speed/Broadband connection recommended)
- 800 X 600 minimum resolution (1024 X 768 or higher recommended)

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- Adobe Flash Player (ver. 10 or higher)
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- PDF reader

Browser:

- Internet Explorer 7.x/8.x
- Firefox 3.x
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- Javascript and cookies must be enabled

Operating System:

- Microsoft Windows (XP®, Vista®, 7 with latest service pack)
- Mac OS X (10.4.11 or greater)

14. How will electronic medical records affect the industry?

Transcription

The latest [U.S. Department of Labor Bureau of Labor Statistics report](#) stated, “A high level of demand for transcription services . . . will be sustained by the continued need for electronic documentation that can be shared easily . . .” The healthcare industry is currently experiencing a push to move to electronic documentation, or Electronic Medical Records (EMR), and while this transition to EMR is bringing changes to the medical transcription industry, it is **increasing** the demand for these services, not decreasing them.

Coding

Within the medical coding and billing profession, a move to Electronic Medical Records (EMR) will change little. Many employers are already using computer software in their coding and billing procedures, and the push within the healthcare industry to convert all records to an electronic format will only create more opportunities for those who can work with the technology. In fact, the latest [U.S. Department of Labor Bureau of Labor Statistics report](#) stated that medical coding and billing professions “that demonstrate a strong understanding of technology and computer software will be in particularly high demand.”

With the Career Step training program, you can gain the skills you need to set yourself apart and prepare for the future of healthcare records.

15. More specific questions on employment and certification:

What is the average wage for medical transcriptionists?

7 cents per line

How is work time for a medical transcriptionist calculated?

It depends on the employer. Some transcriptionists are expected to work a specific schedule; others are paid on turnaround time. With turnaround time, transcriptionists must complete their workload within a specific time frame, such as 24 hrs, without specified work hours.

Which coding organizations are the most prestigious?

Coding jobs are much more regional than transcription jobs and coders usually work at local hospitals, clinics, etc. Employers usually expect coders to be certified through either AHIMA or AAPC. One is not more prestigious than the other, the difference is usually employer preference.

What is the difference between the AHIMA and AAPC exams?

Both exams are popular and students should check with prospective employers on which entry-level exam to take. Typically, AAPC focuses more on outpatient coding while AHIMA focuses more on inpatient coding.

How much does it cost to take the coding certification exams?

Most coders receive certification through AHIMA and AAPC. Exams generally cost between \$200-\$400, and discounts are given to registered members of their organizations.

16. Why should I become a pharmacy technician and/or take your course?

The Career Step Pharmacy Technician program is a comprehensive, online training program specifically designed to help you quickly gain the knowledge and skills you need to get into a promising new career. The pharmacy technician field offers:

- **Growing, nationwide demand** with 31% employment growth (that's almost 100,000 jobs!) expected before 2018.
- **A variety of job opportunities and schedules** as positions are available in both retail and institutional settings, some of which are open 24 hours a day.
- **A solid foundation for future education** because nearly every healthcare position deals with medications at some level.

With Career Step training, you can be prepared to take advantage of these benefits and start your exciting new career in as little as 3 months! You'll be prepared to take the national certification exams and to work in both retail and institutional settings, and you can study with the flexibility that only online training can offer. Train with Career Step for new pharmacy technician career on a schedule and at a pace that fits your busy lifestyle without sacrificing the student and graduate support that you need to succeed.

17. What is your MTE program and what is the difference between it and your MT program?

The medical transcription industry is evolving. Speech recognition software is playing a larger role, and employers are looking to hire professionals with specialized skill sets to work with this new technology. The reports created by speech recognition software must be edited, formatted, and polished by a medical editor—however, employers are looking for professionals who have a core foundation of medical transcription skills in addition to the specialized medical editor skill set.

The new Career Step Medical Transcription Editor training program is designed to prepare you for this dynamic job market. The new course is built on the trusted Career Step Medical Transcription program and is designed to help you develop the knowledge and skills of a quality medical transcriptionist as well as the specialized skill set of a medical transcription editor. With the new Medical Transcription Editor program, you'll be training for multiple career paths, increasing your flexibility after graduation, and preparing for the future of the industry.

18. What are the benefits to taking an online program?

Online training offers a great opportunity to improve computer skills and develop medical transcription/editor skills and knowledge more quickly. The online program separates the text materials into units and sessions, threading program topics throughout, while offering these unique features:

Pronunciation words - Thousands of medical terms are pronounced at the click of a button using the real audio software. Pronunciation words are available in alphabetical order from the library and are highlighted throughout the program when they appear as part of the text.

Automatic graders - Exercises and tests are graded. Test scores are stored in the grade book for review. Graders are precise, encouraging further development of typing skills and attention to detail.

Modern Technology - The online program uses the latest transcription/editing technology, allowing wav files to be downloaded and played for practice dictation via WavPlayer software and a transcription foot pedal attached to a computer. The computer becomes a transcriber.

Communications Center - The online program includes its own forum for use by online students and a live chat room, providing private tools to communicate with other online students and Career Step student advisors.

24 hour access - The online course is available 24 hours a day, 7 days a week.

Flexible Study - Work through the units as outlined or use the library to review books or topic areas.