

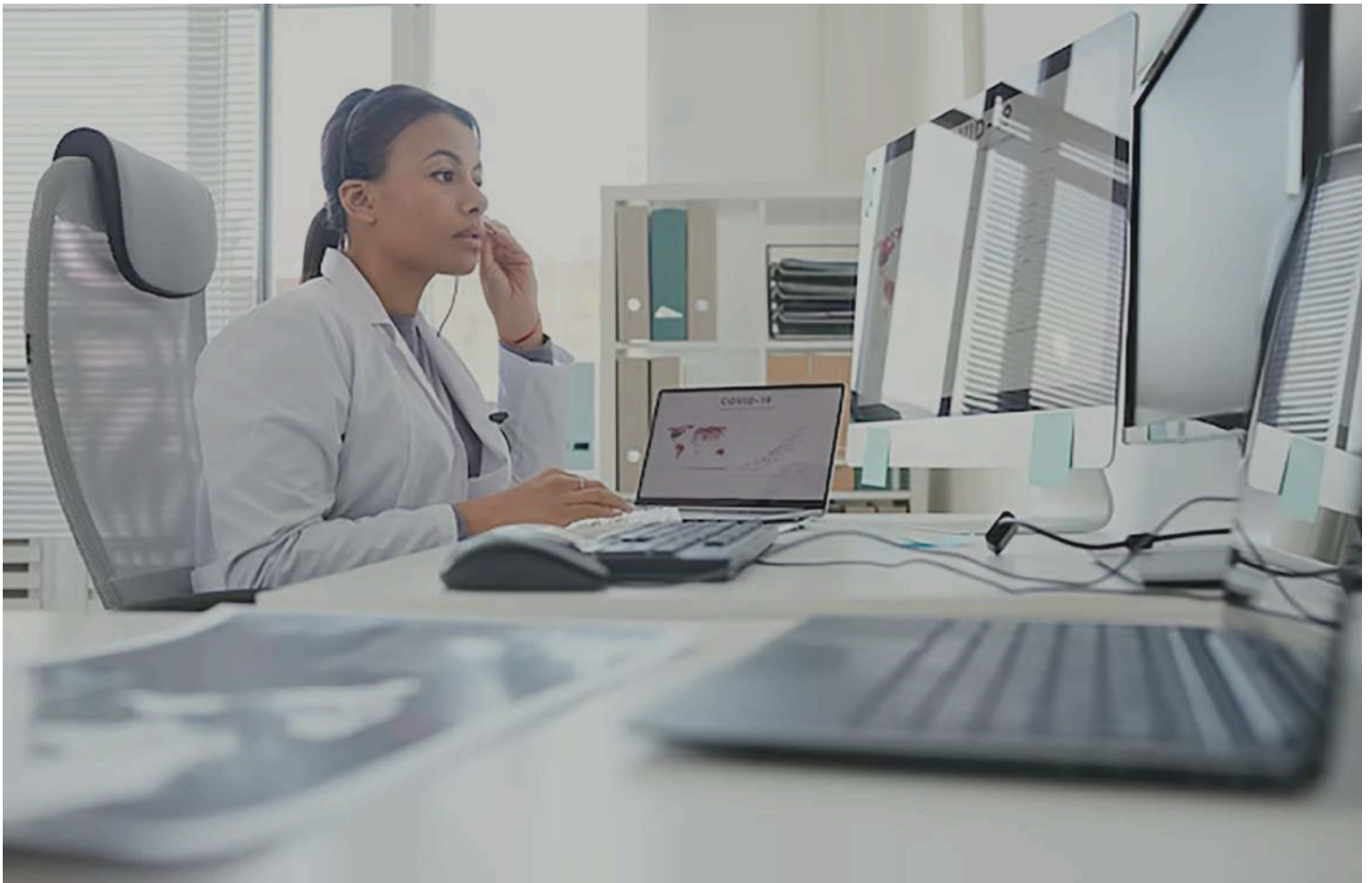


**Here's to your Futures.**

[www.futurescollege.ca](http://www.futurescollege.ca)

# MEDICAL TRANSCRIPTIONIST CERTIFICATE COURSE

**Program Length:** 4 Levels | 39 Hours/level  
**Mode of Learning:** Online/Hybrid  
**Students:** Domestic / International  
**Credential:** Certificate of Completion  
**NOC**



# MEDICAL TRANSCRIPTIONIST

## CERTIFICATE COURSE

### Program Overview

The Medical Transcriptionist Certificate Program at Futures Canadian College is designed for individuals seeking to enter the healthcare documentation field with the skills and confidence to support medical professionals. This career-focused program emphasizes transcription accuracy, medical vocabulary mastery, and real-world application of transcription techniques through progressive skill-building levels.

Students will learn how to listen, interpret, and transcribe medical dictations, understand key documentation formats, and apply transcription standards in diverse healthcare settings. By the final level, learners will be equipped to handle complex case-based transcription assignments—preparing them for success in hospitals, clinics, laboratories, and private practices.

# MEDICAL TRANSCRIPTIONIST CERTIFICATE PROGRAM



## Modules:

### LEVEL I: Foundation of Medical Transcription

Gain a solid introduction to the field of medical transcription. This level covers the fundamentals, including:

- Understanding medical records and documentation types
- Ethical considerations and confidentiality practices
- Overview of transcription rules and formatting standards
- By the end of this level, students will understand the role of a transcriptionist in the healthcare system and be ready to apply basic transcription rules.

### LEVEL II: Medical Terminology

This level strengthens your command of medical language. Students will explore:

- Root words used across the body's organs and systems
- Prefixes and suffixes with real-world examples
- Combining forms to create accurate medical terms
- Commonly used abbreviations in reports (e.g., lab and diagnostic)
- This foundational vocabulary is essential for accurate, efficient transcription.

### LEVEL III: Basic Documentation & Transcription

In this level, students will learn about:

- Major types of medical documentation (e.g., discharge summaries, consultation notes)
- Standard headings, formats, and structures
- Exposure to already transcribed samples following industry transcription standards

This module builds students' confidence and familiarity with documentation expectations in clinical settings.

### LEVEL IV: Advanced Documentation & Transcription

Students will work hands-on with diverse and more complex audio recordings. This final level includes:

- Transcription practice using real-world scenarios and case-based recordings
- Minimum of three different patient cases covering varied specialties
- Application of all transcription standards, terminology, and formatting rules learned in previous levels
- By the end of this level, students will demonstrate the ability to accurately transcribe advanced reports, making them job-ready for the healthcare documentation field.

## Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent
- English proficiency (IELTS 5.5+ or equivalent if applicable)
- Basic computer skills and access to a personal device with internet connection

## Career Outcomes

Graduates can pursue roles such as:

- Medical Transcriptionist
- Health Records Clerk
- Medical Documentation Specialist
- Remote Transcription Contractor

Opportunities exist in hospitals, specialist clinics, third-party transcription firms, and insurance companies.



3465 Semenyk Ct. Mississauga, ON L5C 4P9  
(905)-412-3007 | [www.futurescollege.ca](http://www.futurescollege.ca)

**Futures Canadian College of Business, Health, and Technology** formerly **Futures Academy of Health** was founded in 2009 in Toronto, Ontario. Approved and accepted in November 2018 by the International Student Program, Futures Canadian College is now a Designated Learning Institution.

At FCC, we strive to provide the world-class education every student deserves. With well-crafted lesson plans, that are both informative and practical, we ensure that you learn all you need to know to jumpstart your career. Our co-op programs are relevant and supportive of your desire to land that dream job!

We are committed to providing you with a learning environment that is well-equipped to motivate you to pursue your studies and ultimately, achieve your long-term goals.