Triton
COLLEGE

Center for Health Professionals
Medical Scribe

Medical Scribe

- What is a medical scribe?

  – Medical scribes are the newest addition to the medical team. They are trained medical information managers, specializing in charting physician-patient encounters during medical examinations.

  – Medical scribes work directly with the provider or remotely. They enter patient information into an electronic health record in real time under the direction of a physician or independent practitioner. This 60 hour course will prepare students to document medical provider dictation and activities.

- Employers?
  – Hospitals
  – Physician Offices
  – Remote
  – Third Party Companies

- Salaries vary depending on experience, hours, and location. The median annual wage for medical scribes was $35,250 in May 2017.

- The growing volume of healthcare services is expected to continue to increase demand for transcription services.

Program Overview

- 60-hour program ONLINE

- Non-credit program

- **Summer 2020**

    June 2 to August 6, 2020

- ONLINE

    60 hours, student must complete online modules

- **Requirements**
  A high school or GED education and one year experience in a health profession.
  * Students must have/had completed AHL 120 (Medical Terminology) in order to receive certificate of completion. AHL 120 can be completed (online or at main campus).

Textbook

The Ultimate Medical Scribe Handbook General Addition. Medical Scribe Training Systems LLC. by Aaron Thompson and Kyle Kingsley, MD (2015).
ISBN: 978-1492922308
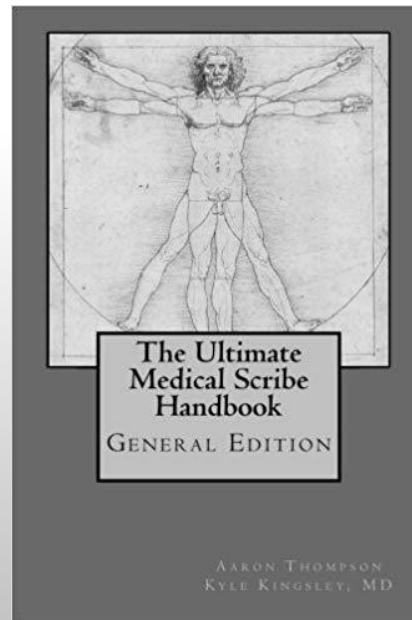
Tuition and Payment Options

- Tuition: $452 (Textbooks not included)
  *Additional college registration and technology fees may apply

  Textbooks can be purchased through the Triton College Bookstore.
    - You have **3 business days** prior to the start of class to contact the school and cancel the class to receive a full refund. If you do not cancel the class or simply do not attend, you are still responsible for the tuition, which will go to collections if not paid. No-shows do not count as cancellations.

- Payment Plan
    - http://www.triton.edu
    - Log into My Triton Portal
    - Log into Web Advisor for students
    - Click on financial Information
    - Click on FACTS Tuition Payment Plan

Last day to enroll online	Required down payment	# of Payments	Months of payments
May 27	30%	3	June -August
June 24	30%	2	July-August
July 27	50%	1	August Only

Grants and Scholarships

- Career Services Department:
  - WIOA Grant (Cook County resident – must be receiving unemployment)
  - (708)456-0300 ext. 3151

- Adult Education Department:
  - Westlake Scholarship (GED students, HS Diploma from another country)
  - Meaghan Young Stephens meaghanyoung@triton.edu

- Veterans Office:
  - GI Bill or Military Veteran
  - (708)456-0300 ext. 3651/3531

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Key areas and topics include

- Office Procedures
- Client Relations
- Medical Terminology
- Physician Exam
- Family Medicine
- Chronic Disease
- Acute Medical Care
- Inpatient Medical Care
- Outpatient Billing and Coding
- Inpatient Billing and Coding
- Medications
- Laboratory Results

Evaluation and Grade Determination

Student Performance will be evaluated utilizing the following analysis:

- Attendance and class participation
- Quizzes
- Midterm
- Final Exam

It is vital that each student recognize this course is a pass/fail class.

Refund Policy

School of Continuing Education Refund Policy

- 100% refund up to three business days (9 a.m.-5 p.m.) prior to the start of the class. No refunds will be granted after this time. No-shows do not constitute cancellation.

- Requests for exception to the refund policy must be stated in writing on a General Petition or letter to the Dean, Continuing Education Department and submitted to A-201 within one calendar year of the semester in dispute.

Campus Resources

- **The Center for Access and Accommodative Services**
  - Campus Access
  - Special Parking and/or Class Re-location
  - Accommodated Testing
  - Note Taking Assistance
  - Assistive Technology
  - Assistive Computer Software
  - Sign Language Interpreting
  - Assistive Reading Software
  - Workshops
  - Student Connections
  - Adapted Equipment
  - Mobility Assistance
  - Alternate Text Format
  - Voice-to-Text Services
  - Advocacy
- **Bookstore**
- **Career Services – WIA grant, resume writing assistance, interview skills**
- **Health services**
- **Student Life**
- **Counseling**
- **Police Department**
- **Tutoring (Academic Success Center)**

Concluding the Course

- Prepare your resume & cover letter – Career Services Department (708)456-0300 ext. 3789

- Start applying for jobs:
  http://www.triton.edu/Utility.aspx?pageid=524&id=27309

Contact Information

- **To Register please contact:**

  Continuing Education Center for Health Professionals
  Triton College
  2000 Fifth Ave., Room A-201
  River Grove, Ill. 60171
  (708)453-0300 Ext. 3500
  cechp@triton.edu
  www.triton.edu/chp

- Jeanne Ackley

  Operations Coordinator**, School of Continuing Education**

  (708) 456-0300, Ext. 3495

  jeanneackley@triton.edu

Follow US!

Facebook: Center for Health Professionals, Triton College

Instagram: centerforhealthprofessionals

Questions?

askce@triton.edu

Continuing Education Registration Form

Please print.   Male   Female   **For Visa, MasterCard or American Express payment only:**
                                                                        (circle one)

Social Security number _____

Name_____   _____
        last   first   middle   Credit card number

Address_____   _____

City_____ State_____ ZIP_____   Expiration date   Total amount of tuition

Telephone _____   _____
                home   work/alternative   Signature of cardholder

Birth date_____   **Email Address:** _____

Signature _____

COURSE NO.	SECT.	COURSE TITLE	LOCATION	DAY	TIME	ROOM	TUITION
/							
/							
/							
/							
						Fee	
						Total	