

NAME: _____

SUPPLEMENT TO THE APPLICANT FOR MEDICAL TRANSCRIPTIONIST

Indicate your typewriter preferences: Electric Manual

INSTRUCTIONS: Under each category, please check off those courses which you completed and list any other courses that are pertinent to the position for which you are applying.

High School

- _____ Subject
- _____ English
- _____ Arithmetic or Math
- _____ Typing
- _____ Shorthand
- _____ _____
- _____ _____

Business/Technical School or Community College

<u>Subject</u>	<u>Credits</u>	<u>Degree or Certificate Received and Major</u>
_____ English	_____	_____
_____ Math	_____	_____
_____ Typing	_____	_____
_____ Shorthand	_____	_____
_____ Office Procedures	_____	<u>Total Number of Credits Completed</u>
_____ General Office Procedures	_____	_____
_____ Office Machines	_____	_____
_____ _____	_____	_____
_____ _____	_____	_____

University

<u>Subject</u>	<u>Credits</u>	<u>Degree Received and Major</u>
_____ English	_____	_____
_____ Math	_____	_____
_____ Typing	_____	_____
_____ Shorthand	_____	<u>Total Number of Credits Completed</u>
_____ _____	_____	_____
_____ _____	_____	_____
_____ _____	_____	_____

Others

In this section, list any other training not covered above. List the school or program where the training was administered, the contents of the training and the length of the program.

<u>School or Program</u>	<u>Courses Covered</u>	<u>Length of Training</u>
<u>SAMPLE:</u> MDTA	English, arithmetic, office practices, typing, telephone courtesy	Total of 520 hours from 3/74 to 8/74

SELF-CERTIFICATION STATEMENT

Certain positions filled from the written examination may require applicants to possess the capability to perform a range of typing and/or stenographic tasks. To qualify for these positions, you must be able to: 1) type straight copy at 55 net words per minute; and/or 2) take shorthand at a rate of 80 words per minute and make accurate transcriptions. If you meet the requirements, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute;

I take dictation at the rate of _____ words per minute.

I acquired the above skills through:

- attendance at _____
school
- employment with _____
employer
- training _____
program

Self-certification by applicant: I hereby certify that I have thoroughly read the requirements above and presently meet requirements. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: _____ Date: _____

Please print name: _____