

Medical Transcriptionists

SOC: 31-9094 • Career Profile Report

■ Key Facts

\$37,550

Median Salary

2,200

Employment

-5.0%

Growth Rate

■ Requirements & Salary Range

Education: Postsecondary

■ Automation Risk Assessment

High Risk - 75.0% probability of being automated in the next 10-20 years.

This job has many routine, predictable tasks that could potentially be automated.

■■ Work-Life Balance

7.9/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	5.8/10	Investigative	6.0/10
Artistic	4.4/10	Social	8.4/10
Enterprising	4.6/10	Conventional	7.4/10

■ Top Skills Required

Computer skills, Critical-thinking skills, Listening skills, Time-management skills, Writing skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Medical Transcriptionists are healthcare documentation professionals who convert **voice-recorded medical reports into accurate written records**. They play a critical role in maintaining clear, complete, and legally sound patient documentation by transcribing physicians' notes, diagnostic reports, and treatment summaries into electronic health records (EHRs). Their work supports continuity of care, billing accuracy, and compliance with healthcare standards.

This career is well suited for individuals who enjoy detail-oriented work, medical language, and behind-the-scenes roles that support patient care.

What Do Medical Transcriptionists Do?

Medical transcriptionists listen to audio recordings made by healthcare providers and transform them into structured medical documents.

Common responsibilities include:

- Transcribing physician dictations into written medical reports
- Editing and proofreading automated or speech-recognition drafts
- Reviewing medical terminology, abbreviations, and procedures
- Ensuring accuracy, clarity, and consistency in documentation
- Formatting reports according to facility or legal standards
- Maintaining patient confidentiality and data security
- Clarifying unclear dictation with providers when necessary

Types of Medical Transcription Work

Medical transcriptionists may specialize by document type or care setting:

- Acute Care Transcriptionists: Work with hospital-based reports such as discharge summaries.
- Clinic or Office Transcriptionists: Transcribe routine visit notes and correspondence.
- Radiology Transcriptionists: Focus on imaging and diagnostic reports.
- Pathology Transcriptionists: Handle detailed laboratory and pathology documentation.
- Medical Editors (related role): Edit and correct speech-recognition-generated text.

Skills and Abilities Needed

Medical transcriptionists combine language proficiency with medical knowledge.

Core Professional Skills

Personal Qualities That Matter

Education and Training Pathway

Medical transcriptionists typically enter the field through specialized training:

- Postsecondary Certificate or Associate Degree: In medical transcription or healthcare documentation
- Medical Terminology Coursework: Essential foundation for accuracy
- On-the-Job Training: Learning employer-specific systems and templates
- Certification (optional): Professional credentials demonstrating competency
- Continuing Education: Updates on terminology, technology, and compliance

Where Do Medical Transcriptionists Work?

Medical transcriptionists work in a range of healthcare and remote settings:

- Hospitals and Health Systems
- Physician Offices and Clinics

- Medical Transcription Service Companies
- Insurance and Medical Review Organizations
- Remote or Home-Based Work Environments

Many roles offer flexible or fully remote work arrangements.

How Much Do Medical Transcriptionists Earn?

Earnings vary by experience, specialization, and employment setting:

- Entry-Level Transcriptionists: Typically earn hourly or per-line pay
- Experienced or Specialized Transcriptionists: Often earn higher pay with speed and accuracy
- Medical Editors or Quality Specialists: May earn more with advanced responsibilities

Compensation may be production-based and influenced by turnaround expectations.

Is This Career Difficult?

The work is mentally demanding and requires sustained focus. Transcriptionists must maintain high accuracy under time constraints while navigating complex medical terminology and varying dictation quality. The challenge lies in balancing speed with precision and adapting to evolving documentation technologies.

Who Should Consider Becoming a Medical Transcriptionist?

This career may be a strong fit if you:

- Enjoy detailed, independent work
- Have strong listening and language skills
- Are interested in healthcare without direct patient contact
- Value accuracy, structure, and confidentiality
- Prefer flexible or remote work options

How to Prepare Early

- Study medical terminology, anatomy, and grammar
- Practice fast, accurate typing and proofreading
- Learn basic healthcare documentation standards
- Become familiar with speech-recognition editing tools
- Explore accredited medical transcription training programs

Medical transcriptionists ensure that spoken medical care becomes clear, accurate written records—supporting patient safety, legal compliance, and effective communication throughout the healthcare system.

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Source: <https://www.bls.gov/ooh/healthcare/medical-transcriptionists.htm>