

Healthcare Documentation Specialist Program (Medical Transcription & Speech Recognition Editing) Admissions Checklist

Place a check in the box upon completion.	Tasks to complete
<input type="checkbox"/>	<p>1. Access and complete the FAFSA application at: http://www.roanestate.edu/?5357-Financial-Aid NOTE: The HCDS program is covered by financial aid for applicants who qualify. IMPORTANT: You should complete the FAFSA application as soon as possible to allow enough time for processing.</p>
<input type="checkbox"/>	<p>2. Complete the electronic RSCC general application at: http://www.roanestate.edu/ (if you are a returning student, you will need to update your application only).</p>
<input type="checkbox"/>	<p>3. Complete the electronic Allied Health Science (AHS) application on RaiderNet. Important Note: <i>When choosing the Planned Course of Study, select 'Healthcare Documentation Specialist'</i></p>
<input type="checkbox"/>	<p>4. Complete the ACCUPLACER or HESI test. All reading learning support classes must be completed before you can enroll in the healthcare documentation practice courses (HCDS 1504, HCDS 1511, HCDS 1312). Math learning support classes do not need to be completed for this program. Note: You are exempt from taking the ACCUPLACER if:</p> <ul style="list-style-type: none"> • You have taken the ACCUPLACER within the last three years. • You have successfully completed English Composition I • If you have a degree from an accredited college at an accredited college. • If you score 90 on the HCDS preadmission <p style="text-align: center;">See the RSCC ACCUPLACERS webpage for registration directions, exemptions, and more.</p>
<input type="checkbox"/>	<p>5. Pass the HCDS preadmission test.</p> <p>The preadmission test consists of:</p> <ul style="list-style-type: none"> • Three Timed Writings: Applicants must have a typing speed of 45 wpm. If typing speed is less than 45 wpm, Keyboarding (ALH 119) is required prior to enrolling in HCDS 1504. • Basic computer skills test (not timed). • Transcription test: This part of the test consists of transcribing a short clip of dictation. The dictation is very easy to hear. It contains English words you would hear in a medical report, for example, words like medial, lateral, persistent, etc. It does not contain medical terms (not timed). <p>Scheduling the preadmission test: Contact Linda Marsh at: 865-481-2012</p> <p>NOTE: The preadmission test may be taken online or at the Oak Ridge Branch Campus in room H206). Test results are typically available within 24-48 hours.</p>
<input type="checkbox"/>	<p>6. All applicants must submit high school transcripts or GED equivalent and transcripts of all previous college work to the Admissions and Records office prior to enrolling in classes and complete all other general admission requirements available at: http://www.roanestate.edu/?6958-Admissions-Office</p>