

## Medical Transcription – Health Records FAQ

### Do I have to have experience in the field?

Students are not required to have previous experience in the medical office or transcription fields.

### What are the admission requirements for the program?

Applicants must meet ONE of the following requirements to be eligible for admission to this program: - OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U) - Academic and Career Entrance Certificate (ACE) program with: Communications - Ontario High School Equivalency Certificate (GED) - Mature applicant with standing in the required courses and/or mature student testing that meets the minimum standards for admission.

### Is the entire program online? Can I go at my own pace?

The courses in this program are completed entirely online through OntarioLearn. Some courses may require you to write an in-person final exam during the last week of the course. All courses have scheduled start and end dates, and each course will maintain a schedule of due dates for assignments, quizzes, tests, etc. Students are typically not required to be online at a certain time of day on a certain day of the week.

### What is OntarioLearn?

The OntarioLearn courses are all online courses. The courses are all instructor led course. There is no specific day and time to access the course, it is available 24/7 to be flexible for students schedules. However, there will be specific due dates for assignments, discussion posts, exams, etc. Students are expected to access the course minimally on a weekly basis and follow the timeline provided by the instructor.

OntarioLearn is a partnership between the community colleges in Ontario, where the colleges share their online curriculum. You will have learners from a number of different colleges in your course. Course material is accessed through [www.ontariolearn.com](http://www.ontariolearn.com) with a username and password. Your username and password is provided to you in an emailed confirmation letter, which is sent to your student email account.

## What are the mandatory courses?

All of the course codes and course names can be viewed on this link:

<http://www.georgiancollege.ca/academics/part-time-studies/programs/medical-transcription-health-records-mdtr>

## What type of program is Medical Transcription – Health Records (MDTR)?

MDTR is a part-time Ontario College Certificate program delivered through OntarioLearn. MDTR is not a “full-time” program.

## How do I apply?

To get started in the program, please call 705-722-1511 to set up your student number and declare your major (MDTR). Once you have your student number and major declared, you can register for courses online.

## How do I register?

Online - if you already have a student number

- Go to <http://www.georgiancollege.ca/academics/part-time-studies/programs/medical-transcription-health-records-mdtr>
- Click on the course that you would like to register for
- Choose Add to Cart
- Add any other courses, and then Check Out

Email – if you have trouble registering online

- Email [Registrar@GeorgianCollege.ca](mailto:Registrar@GeorgianCollege.ca)
- Have your student number available.
- Provide the course code and course registration number (CRN) of the course(s) you'd like to take.

Students can also go to [Continuing Education - Georgian College - YouTube](#) for support registering online.

Once you have registered, an emailed confirmation letter will be sent to your student email account (not the personal email account that the college has on file). This confirmation email contains all of the information that you need to access the course, how to order course materials, and how to book exams.

You can access your student email account by going to <http://mymail.georgianc.on.ca>

Your user name will be your student number ie. 123456789@student.georgianc.on.ca

Your password is your birthdate YYMMDD if you have not already changed it.

## How can I pay?

Full payment of course fees is made at the time of registration. Textbooks are not included in course fees. When HST is applicable, it has been included in the course fee. Note: course fees are subject to change.

Payment can be made one of two ways:

- Register for your courses and pay online with a credit card, OR
- Register online, checkout, and then pay through your personal online banking/banking app. The payee is “Georgian College FEES” and your account number is your nine-digit student number.
- If you register over the phone, please note that due to remote delivery of services, payments (credit card and other) cannot be taken over the phone at this time.

## How do I get my certificate?

When you have successfully completed all of the program requirements, you can apply to graduate.

1. Login to [Banner](#)
2. Select “**View academic records and fee account details**”
3. Select “**Apply to graduate**”
4. Select the **final term of study** using the drop down menu and click submit
5. Select **curriculum**
6. Select the **program** that you will be graduating from
7. Choose your **attendance**
8. Ensure your **personal information** is correct as this information is used to produce your credential

If you have any trouble with this process, please email the convocation team at [convocation@georgiancollege.ca](mailto:convocation@georgiancollege.ca)

## Who can I contact for more information about this program?

OntarioLearn

General Mailbox

705-722-1500

[ol@georgiancollege.ca](mailto:ol@georgiancollege.ca)

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