

MaineJobs SPOTLIGHT:

Academy of Medical Transcription & Professions

Amy L. Alexander,
President

How did you get started?

I founded the company as a transcription school, teaching students everything they needed to get into the field of medical transcription. I quickly added a transcription service, to hire these graduates. Over the last 14 years I have added new programs: Pharmacy Technician Certificate program with PTCB national certification; Personal Support Specialist with state licensing; First Aid and CPR certifications, and our newly expanded program of Medical Billing & Coding with CPC national certification. We recently became a PMCC-accredited school and will be



"My life is devoted to teaching," says Amy L. Alexander, founder and president of Transcription Associates, Inc. (Photo by Merry Farnum)

offering more certifications for specialty training in medical coding.

What skills are essential?

Medical transcriptionists must work independently, have a personal computer and Internet service, be able to type a minimum 60 WPM, and have exceptional Microsoft Word skills. Most in this field work from home. Medical billers and coders must work independently, have exceptional problem-solving skills, and basic

computer skills. We teach the rest. Most go on to work in medical offices or at billing services, hospitals or insurance companies.

A personal support specialist must work independently, have compassion for the elderly, and be sociable and a true caregiver. Some medical responsibilities are required. Most work in assisted living facilities, private homes or nursing homes. For pharmacy technicians, attention to detail, patience in dealing with customers, and math skills are

essential.

What's your favorite part of the job?

My life is devoted to teaching. (I teach aerobics for fun.) Regarding my school, I love to meet students who need a change and want to make a difference, often not only for themselves but also for their families. I have been fortunate, in 14 years of teaching, to meet so many wonderful people, many of whom have become lifelong friends.

What's the greatest challenge?

For our school, trying to make everyone happy. I can't force a student to do the work required to learn their trade. For the student, it is learning to make time to study, work around family and other day-to-day things and still spend the quality time needed to learn the material. This is why we are flexible: If someone cannot complete a 16-week course's material in that time, we let them take longer. It is a matter of working with individuals.

What job advice would you offer?

Call our school, let us explain our programs, and determine which would be best. We try to counsel potential students so that they don't undertake a course only to realize that it is not really for them. This way, they begin a program knowing what they want to do, and knowing that we are providing the training to get them that job.

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The Academy of Medical Transcription & Professions offers classes **ONLINE** and **ONSITE** for:

- Billing/Coding with CPC Exam
- Medical Transcription
- Pharmacy Technician
- Personal Support Specialist (with State Certification)

Onsite Classes in Auburn, Bridgton/Casco, Brunswick, Camden/Rockport, Casco, Falmouth, Fort Kent, Gardiner, Gray, Kittery, Turner and York!

Call us today at 207-721-0714
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Email: info@transcriptionschool.net
Check our website for Schedule of Classes
14 Remington Way, Brunswick, ME 04011

The Academy of Medical Transcription & Professions is a PMCC (AAPC) Accredited School and Certified by the Maine State Department of Education.

www.transcriptionschool.net

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