



**American  
Correspondence Institute**  
ACI Learning Systems  
9601 Norchester Circle  
Tampa, Florida USA

**IT Dynamics Group**  
Suite 1709  
Cityland 10, Tower 1  
Valero, cor. H.V. dela Costa Sts.  
Salcedo Village, Makati City  
Philippines



## TRANSCRIPT OF RECORDS

NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ SEX: \_\_\_\_\_  
 COURSE/PROGRAM: \_\_\_\_\_  
 LAST SCHOOL ATTENDED: \_\_\_\_\_  
 SCHOOL ADDRESS: \_\_\_\_\_  
 COURSE: \_\_\_\_\_  
 ADMITTING CREDENTIALS: \_\_\_\_\_  
 DATE STARTED: \_\_\_\_\_ DATE FINISHED: \_\_\_\_\_

CONTENT AREA	SUBJECT	FINAL GRADE	GRADE AFTER RE-EXAM
ENGLISH	English Language for Medical Transcriptionists		
TECHNOLOGY	Computers and Keyboarding for Medical Transcriptionists		
MEDICAL KNOWLEDGE	Medical Terminology		
	Anatomy and Physiology		
	Pharmacology and Laboratory Medicine		
MEDICOLEGAL ASPECTS OF HEALTHCARE DOCUMENTATION	HIPPA for Medical Transcriptionists		
MEDICAL TRANSCRIPTION PRACTICE	Style Guide for Medical Transcription		
	Obstetrics and Gynecology		
	Genitourinary Medicine		
	Gastroenterology		
	Cardiology		
	Orthopedics		
	Neurology		
	Pathology		
MEDICAL TRANSCRIPTION PRACTICUM	Medical Transcription Practicum		

**Grading System**

98-100 = Excellent  
 96-97.9 = Very Good  
 91-95 = Average  
 86-90 = Good  
 81-85 = Fair  
 75-80 = Passing

Remarks: \_\_\_\_\_

**GEN. WEIGHTED AVERAGE:** \_\_\_\_\_

Prepared by: \_\_\_\_\_ Checked by: \_\_\_\_\_

Date of Release: \_\_\_\_\_

Not valid without official seal. Printed on security paper.

\_\_\_\_\_  
 Benigna A. Dawang  
 Training Coordinator, IT Dynamics Group