



COURSE OUTLINE

<u>OST106</u>	<u>Medical Transcription</u>
Course Number	Course Title

3
Credits

2 Lecture 2 Laboratory/ 15 weeks
Hours: lecture/laboratory/other (specify)

Program: Medical Office Assistant

Division: Division of Business and Technology

Catalog description:

An introduction to the medical transcription process through a simulation representing work for a medical center. Students will be exposed to a variety of dictated medical documents, including chart notes, history and physical reports, consultations, office procedure notes, X-ray reports, progress notes, and letters. Each section of material will include a review of medical terminology, as well as specific typing rules.

Prerequisites: OST 111, OST219 or equivalent keyboarding and word processing skills; HPE 113 or equivalent medical terminology background.

Corequisites: none

Required texts/other materials:

MEDICAL OFFICE TRANSCRIPTION
An Introduction to Medical Transcription
(third edition)
Authors: Becklin, Sunnarborg
Edition: 2007
Publishers: Glencoe/McGraw-Hill

Last revised: Spring, January 2008

Course coordinator: Colleen Courtney

Information resources:

Textbook along with medical transcription tapes (or CDs) that give pronunciation and dictation of medical reports which accompany each chapter.

Other learning resources: The student will transcribe from medical tapes (or CDs) using Microsoft Word and the appropriate medical format for each document.

Course goals:***The student will be able to:***

1. Apply written communication skills, including punctuation, capitalization, grammar, sentence structure, letter formats, report formats, and so forth.
2. Use designated references.
3. Review and apply medical terminology.
4. Maintain a medical word list.
5. Follow dictation instructions.
6. Apply basic medical transcription guidelines.
7. Develop speed during medical transcription.
8. Develop accuracy during medical transcription.
9. Transcribe and create appropriate medical documents.
10. Proofread and edit medical documents.

Course-specific General Education goals and objectives.***The student will be able to:***

- Integrate their learning into a lifelong process of understanding themselves, others, and the world of business along with the medical field.
- Communicate effectively in speaking, writing, and using the computer to transmit information using their keyboarding and medical skills.
- Comprehend and evaluate what they read, hear and see.
- Use critical thinking and problem solving skills in analyzing information gathered through the textbook, previous courses, and class discussions.
- Recognize, analyze and assess ethical issues and situations.
- Link cultural practices and perspectives as it relates to the world of business in addition to the medical field.

Units of study in detail.**Unit I The AAMT Job Description*****The student will be able to...***

- Acquire a minimum education level of associate degree or its equivalent in work experience and continuing education.
- Obtain knowledge of medical terminology, anatomy and physiology, clinical medicine, surgery, diagnostic tests, radiology, pathology, pharmacology, and the various medical specialties as required in areas of responsibility.
- Knowledge of medical transcription guidelines and practices.
- Ability to use designated reference materials.
- Ability to operate designated word processing, dictation and transcription equipment, and other equipment as specified.

Unit II The Patient's Medical Record***The student will be able to...***

- State the essential components of a clinical data entry in the patient's record
- Identify abbreviations as they apply to the components of a physical examination
- Explain the SOAP method of dictation.

Unit III The Systems of the Human Body

The student will be able to...

- Use correct terms when transcribing medical documents covering the different system functions along with the assessment, conditions, procedures, and medication.
- Match symptoms with the correct conditions.
- Apply appropriate AAMT style guidelines to edit and format medical documents.

Evaluation of student learning:

- Chapter spelling tests
- Completion of assigned transcription tapes
- Accuracy of transcribed material
- Transcription Tests/Summary Evaluation

Academic Integrity Statement:

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (*See Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Classroom Conduct Statement:

It is the student's responsibility to attend all classes. As stated in the catalog, Mercer has no class cut policy. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.