

HOCKING COLLEGE

COURSE OUTLINE

COURSE NO. MA 115

COURSE NAME: MEDICAL TRANSCRIPTION

CREDIT HOURS: 3

CLASS HOURS: 2

LAB HOURS: 4

PREPARED BY: Amy Shaner

PREREQUISITES: Keyboarding; Medical Terminology I; or permission of the instructor.

COURSE DESCRIPTION:

Further development of an understanding of medical terminology with emphasis on medical transcription from audio. Students will develop skills in the use of a transcriber and its use in the medical office through the typing of such reports as history and physicals, radiology reports, operative reports, pathology reports, discharge summaries, and autopsies.

COURSE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. Recognize the terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology
2. Describe the purpose and types of information contained in the most common kinds of reports transcribed
3. Transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports
4. Develop proofreading and editing skills and apply them to transcription work, including speech recognized text, based on industry standards
5. Examine the job environment of medical transcription and demonstrate an ability to work effectively and efficiently with the tools of medical transcription, including productivity tools
6. Define and use appropriate parameters for editing, correcting, and amending the electronic patient medical record using industry-accepted standards and references
7. Understand the importance of patient record confidentiality and apply industry guidelines to keep medical documentation secure

SUCCESS SKILL: COMMUNICATES EFFECTIVELY

Upon completion of this course, the student will be able to:

1. Logically organize, develop, and communicate an idea.
2. Use drafting, revision, and editing techniques.
3. Use appropriate vocabulary, grammar, punctuation and spelling.

SUCCESS SKILL: MAINTAINS PROFESSIONAL SKILLS AND ATTITUDES

Upon completion of this course, the student will be able to:

1. Demonstrates initiative.
2. Meets performance expectations.
3. Follows organizational policies and procedures.
4. Recognizes organization structure and uses chain of command.
5. Exhibits knowledge of basic principles of supervision and leadership.
6. Sets priorities and manages time efficiently in accordance with priorities.
7. Adheres to health and safety standards and procedures, and plans how to react in emergencies.
8. Demonstrates promptness and regular attendance. Maintains image consistent with technology standards.

SUCCESS SKILL: PRACTICES HUMAN RELATIONS SKILLS

Upon completion of this course, the student will be able to:

1. Works effectively within groups.
2. Resolves conflict constructively.

SUCCESS SKILL: MAINTAINS A CODE OF ETHICS

Upon completion of this course, the student will be able to:

1. Acts honestly.
2. Acts responsibly.
3. Acts in accordance with a reasoned and defensible code of ethics.
4. Resolves value conflicts and moral dilemmas through a decision-making process.
5. Accepts accountability for own action or inaction.
6. Respects rights and dignity of others.
7. Respects intellectual property rights.

SUCCESS SKILL: DEMONSTRATES LEARNING AND CRITICAL THINKING

Upon completion of this course, the student will be able to:

1. Applies effective observation techniques.
2. Gathers necessary information using a variety of primary and secondary sources and

- techniques.
3. Analyzes and evaluates information for accuracy and relevance.
 4. Perceives relationships.
 5. Uses writing, math, and visual representations to clarify thoughts and ideas.
 6. Analyzes own position in relation to alternating or conflicting viewpoints.
 7. Draws reasoned conclusions.
 8. Anticipates consequences.
 9. Assesses personal and professional learning needs and establishes goals for improvement.

SUCCESS SKILL: DEMONSTRATES KNOWLEDGE OF SCIENCE AND THE ENVIRONMENT

Upon completion of this course, the student will be able to:

1. Demonstrates understanding of factors which contributes to physical and emotional health.

REQUIRED TEXT:

1. *Medical Transcription: Techniques, Technologies, and Editing Skills, Third Edition*; Alice G. Ettinger and Blanche Ettinger. Paradigm Publishing; 2009
 - a. Dictations and Templates CD (provided with textbook)

COURSE MATERIALS:

1. Internet Resource Center, www.emcp.net/MedTrans3e
2. Start/Stop Universal Transcription System – includes tech support and training - <http://www.startstop.com/emcp> discount code paradigm1
3. USB flash drive
4. Computer with Microsoft Word 2003 or 2007

SAFETY PROCEDURES: The student will follow all precautionary measures when using electronic equipment.

TOPICAL OUTLINE

- Topic 1:** Introduction to Medical Transcription
- Topic 2:** Medical Transcription and Technology
- Topic 3:** Medical Terminology Review and Editing Skills
- Topic 4:** Transcribing for the Specialties

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please use the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

HOCKING COLLEGE EVALUATION OF THE STUDENT

COURSE NO. MA 115
COURSE NAME: MEDICAL TRANSCRIPTION
INSTRUCTOR: AMY SHANER

SPECIFIC FACTORS

My objective is to prepare you to meet the expectations of business and industry for effective communication. It is my goal to help you gain confidence through experience, to help you achieve a professional attitude regarding the role of communication in your future and to help you gain the potential to progress once you achieve professional status.

I believe that the teaching/learning process is actively shared by you and me. Both you and I must contribute in order for the process to be successful. I believe that evaluation should be made to assist you in improving your performance, increase your skill levels and to add to your information pool. I believe that mistakes are an inevitable part of learning and are healthy if they are used by both you and me to gain insight into our potential and growth. Since it is my goal and desire to support you in your efforts to learn, I will share my observations and assessment of your progress with you on a regular basis and offer assistance and opportunities for you to improve. I will also offer you opportunities to provide feedback on the course, my teaching, and how I can improve the ways I interact with you.

The factors listed below will be used to determine your final grade for the course.

1. EXAMINATIONS:

The following chapter quizzes will be given upon the completion of each chapter exercises and transcription assignments:

Chapter 5 = 24 points
Chapter 6 = 20 points

Chapter 7 = 20 points
Chapter 8 = 20 points
Chapter 9 = 20 points
Chapter 10 = 20 points
Chapter 11 = 20 points
Chapter 12 = 20 points
Chapter 13 = 24 points

2. **PROJECTS/HOMEWORK:**

Projects: None
Exercises for chapters 3-13 will be completed online under the link chapter exercises and quizzes.

3. **EXTRA PROJECTS:**

There will be no extra projects given in class.

4. **GRADING SCALE:**

The grading scale for this course is as follows:

A	95-100	C	73-75
A-	90-94	C-	70-72
B+	86-89	D+	66-69
B	83-85	D	63-65
B-	80-82	D-	60-62
C+	76-79	F	59

5. **POLICY REGARDING HONESTY:**

HONESTY STATEMENT

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill Maintains Code of Ethics. All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

A. Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college

documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses.

A student observed or found to be cheating on a test or assignment in this course will receive a failing grade on that assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will fail the course.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College Website (www.hocking.edu).

6. **FINAL GRADE CALCULATION:**

The final grade will be determined as follows:

Chapter Exercises:	718 points
Online Quizzes:	188 points
Transcribed Reports:	<u>830 points</u>
Total	1736 points

7. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:** Due process procedures for the College are located in the *Student Code of Conduct, Policy & Procedure Manual, 2003-2004*, published by the Student Affairs Office, Oakley 210.

8. **DISABILITIES SERVICES:**

Please immediately contact the Access Center/Office of Disabilities Services in JL 249 if you have been diagnosed with a disability that may hinder your academic success.

9. **STUDENT INSURANCE/COVERAGE:**

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.