

EASTERN ARIZONA COLLEGE

Medical Transcription

Course Design
2011-2012

Course Information

Division Business
Course Number AIS 225
Title Medical Transcription
Credits 3
Developed by Dr. Mayuree Siripoon
Lecture/Lab Ratio 2 Lecture/3 Lab

Transfer Status

| ASU | NAU | UA |
|------------------|-----------------|------------------|
| Non Transferable | Elective Credit | Non Transferable |

Activity Course No
CIP Code 52.0400
Assessment Mode Pre/Post Test (50 Questions/50 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No

Prerequisites

None

Educational Value

This course is designed to provide students the skills necessary as an entry level medical transcriptionist utilizing simulated dictation one would transcribe in the workplace.

Description

This course is designed to give the student a working knowledge of medical terminology and medical report formats used in transcription from taped medical dictation. Recommend keyboarding skills of 40 wpm. Identical to HCE 225.

Supplies

USB flash drive

Competencies and Performance Standards

1. Operate a transcribing and dictating machine.

Learning objectives

What you will learn as you master the competency:

- a. Operate a standard dictating machine.
- b. Practice listening to meaningful word group.
- c. Keyboard dictated words and phrases.
- d. Analyze what is being dictated.
- e. Punctuate text according to dictator's tone of voice.

Performance Standards

Competence will be demonstrated:

- o in the completion of selected transcription activities.

Criteria - Performance will be satisfactory when:

- o learner practices listening to a phrase or meaningful word group, keyboards those words, and listens again before completing the first group of words.
- o learner analyzes what is being dictated and listens to the dictator's tone of voice as a guide to aid in correct punctuation.

2. Produce and edit medical documents on a word processor.

Learning objectives

What you will learn as you master the competency:

- a. Produce transcribed copy.
- b. Edit documents for spelling, punctuation, grammar, and typographical errors.
- c. Transcribe mailable medical documents.
- d. Transcribe at a minimum production rate.

Performance Standards

Competence will be demonstrated:

- o in completion of transcription assignments.
- o in completion of transcription tests.

Criteria - Performance will be satisfactory when:

- o learner produces transcribed copy that is setup attractively and is free of spelling, punctuation, grammatical, or typographical errors.
- o learner transcribes mailable medical reports at a minimum production rate of 45 correct lines in 30 minutes.

3. Evaluate medical transcriptions.

Learning objectives

What you will learn as you master the competency:

- a. Review transcribed documents.
- b. Improve documents.
- c. Produce accurate transcripts.

Performance Standards

Competence will be demonstrated:

- in the accurate proofreading of transcription assignments.

Criteria - Performance will be satisfactory when:

- learner reviews documents for weak areas and makes improvements by studying rules and examples.
- learner proofreads transcripts with 100% accuracy.

4. Demonstrate knowledge of medical terminology.

Learning objectives

What you will learn as you master the competency:

- a. Use textbook terminology appendix.
- b. Apply word roots, suffixes, and prefixes.

Performance Standards

Competence will be demonstrated:

- in completion of section tests.

Criteria - Performance will be satisfactory when:

- learner uses information found in the appendix, roots, prefixes, and suffixes sections of medical reference texts and materials.

5. Demonstrate familiarity with medical reports and records.

Learning objectives

What you will learn as you master the competency:

- a. Identify medical records and reports.
- b. Define medical documents.
- c. Produce transcribed reports and documents.

Performance Standards

Competence will be demonstrated:

- in completion of chapter assignments.

Criteria - Performance will be satisfactory when:

- learner identifies, defines, and produces a variety of transcribed medical records and reports.
- learner builds greater speed, accuracy, and competence in transcribing medical records and reports.

Types of Instruction

Individualized/Independent Study

Grading Information

Grading Rationale

Assignments = 40%

Objective Tests = 40%

Production Exams = 10%

Posttest = 10%

Grading Scale

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 0-59%