

Medical Transcription

Course Design

2005-2006

Course Information

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|---------------------------------|---------------------------------------|
| Organization | Eastern Arizona College |
| Division | Business |
| Course Number | AIS 225 |
| Title | Medical Transcription |
| Credits | 3 |
| Developed by | Terry Jones |
| Lecture/Lab Ratio | 2 Lecture, 3 Lab |
| Transfer Status | Elective at ASU and NAU |
| Activity Course | No |
| CIP Code | 52.0400 |
| Assessment Mode | Pre/Posttest, 35 Questions, 35 Points |
| Semester Taught | Fall and Spring Semesters |
| GE Category | None |
| Separate Lab | No |
| Awareness Course | No |
| Intensive Writing Course | No |

Prerequisites

None

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. This course is identical to HCE 225.

Textbooks

Beklin and Sunnarborg. *Medical Office Transcription*. Edition: 2nd. Year: 1980. Required

Supplies

Media storage device

Competencies and Performance Standards

1. Operate a transcribing and dictating machine.

Learning objectives

What you will learn as you master the competency:

- a. Operates standard dictating machine.
- b. Practices listening to meaningful word group.
- c. Keyboards dictated words and phrases.
- d. Analyzes what is being dictated.
- e. Punctuates 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 punctuation correctly.

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

Learning objectives

What you will learn as you master the competency:

- a. Produces transcribed copy.
- b. Edits documents for spelling, punctuation, grammar, and typographical errors.
- c. Transcribes mailable medical documents.
- d. Transcribes a a minimum production rate.

Performance Standards

Competence will be demonstrated:

- o in the completion of transcription assignments.
- o in the 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, grammar, 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. Reviews transcribed documents.
- b. Improves documents.
- c. Produces accurate transcripts.

Performance Standards

Competence will be demonstrated:

- o in the accurate proofreading of transcription assignments.

Criteria - Performance will be satisfactory when:

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

4. Demonstrate knowledge of medical terminology.

Learning objectives

What you will learn as you master the competency:

- a. Uses textbook terminology appendix.
- b. Applies word roots, suffixes, and prefixes.

Performance Standards

Competence will be demonstrated:

- o in the completion of section tests.

Criteria - Performance will be satisfactory when:

- o 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. Identifies medical records and reports.
- b. Defines medical documents.
- c. Produces transcribed reports and documents.

Performance Standards

Competence will be demonstrated:

- o in completing chapter assignments.

Criteria - Performance will be satisfactory when:

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

Types of Instruction

Individualized/Independent Study
Totals

Grading Information

Grading Rationale

Assignments = 40%

Objective Tests = 40%

Production Exams = 10%

Posttest = 10%

Grading Scale

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|---|--------------|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | 59% or Below |