

# Medical Transcription

## Course Design

2001-2002

### Course Information

<b>Organization:</b>	Eastern Arizona College
<b>Division:</b>	Science and Allied Health
<b>Course Number:</b>	HCE225
<b>Title:</b>	Medical Transcription
<b>Credits:</b>	3
<b>Developed by:</b>	T Jones
<b>Lecture/Lab Ratio:</b>	2 Lecture, 3 Lab
<b>Transfer Status:</b>	Elective at ASU and NAU
<b>Extended Registration</b>	
<b>Class:</b>	No
<b>CIP Code:</b>	51.0708
<b>Assessment Mode:</b>	Pre/Posttest, 35 Questions, 35 Points
<b>Semester Taught:</b>	Fall and Spring semesters
<b>Gen. Ed. Area:</b>	None
<b>Separate Lab:</b>	No
<b>Awareness Course:</b>	No
<b>Intensive Writing</b>	
<b>Course:</b>	No
<b>Prerequisites:</b>	1. None
<b>Goals:</b>	<ol style="list-style-type: none"><li>1. To achieve the ability to transcribe medical documents correctly and efficiently on word processing equipment.</li><li>2. To achieve the skills needed to become a successful job entry level medical transcriptionist by being exposed to the most realistic kinds of dictation one will encounter on the job.</li><li>3. To produce accurate and high quality work.</li></ol>
<b>Description:</b>	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 OFT 225.
<b>Textbooks:</b>	---. <i>Medical Transcription Course</i> . American Medical Association, 1980.
<b>Supplies:</b>	3.5" Diskettes

## Competencies and Performance Standards

<b>1. Operate a transcribing and dictating machine.</b>			
<i>Domain--Psychomotor</i>	<i>Level--Practice</i>	<i>Importance--Essential</i>	<i>Difficulty--Low</i>
<b>Criteria--</b> Criteria - Performance will be satisfactory when: <ul style="list-style-type: none"> <li>• learner practices listening to a phrase or meaningful word group, keyboards those words, and listens again before completing the first group of words.</li> <li>• learner analyzes what is being dictated and listens to the dictator's tone of voice as a guide to aid in punctuation correctly.</li> </ul>	<b>Conditions--</b> Competence will be demonstrated: <ul style="list-style-type: none"> <li>• in the completion of selected transcription activities.</li> </ul>	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>Operates standard dictating machine.</li> <li>Practices listening to meaningful word group.</li> <li>Keyboards dictated words and phrases.</li> <li>Analyzes what is being dictated.</li> <li>Punctuates text according to dictator's tone of voice.</li> </ol>	
<b>2. Produce and edit medical documents on a word processor.</b>			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
<b>Criteria--</b> Criteria - Performance will be satisfactory when: <ul style="list-style-type: none"> <li>• learner produces transcribed copy that is setup attractively and is free of spelling, punctuation, grammar, or typographical errors.</li> <li>• learner transcribes mailable medical reports at a minimum production rate of 45 correct lines in 30 minutes.</li> </ul>	<b>Conditions--</b> Competence will be demonstrated: <ul style="list-style-type: none"> <li>• in the completion of transcription assignments.</li> <li>• in the completion of transcription tests.</li> </ul>	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>Produces transcribed copy.</li> <li>Edits documents for spelling, punctuation, grammar, and typographical errors.</li> <li>Transcribes mailable medical documents.</li> <li>Transcribes a a minimum production rate.</li> </ol>	
<b>3. Evaluate medical transcriptions.</b>			
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
<b>Criteria--</b> Criteria - Performance will be satisfactory when: <ul style="list-style-type: none"> <li>• learner reviews documents for weak areas and makes improvements by studying rules and examples.</li> <li>• learner proofreads transcripts with 100% accuracy.</li> </ul>	<b>Conditions--</b> Competence will be demonstrated: <ul style="list-style-type: none"> <li>• in the accurate proofreading of transcription assignments.</li> </ul>	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>Reviews transcribed documents.</li> <li>Improves documents.</li> <li>Produces accurate transcripts.</li> </ol>	
<b>4. Demonstrate a knowledge of medical terminology.</b>			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<b>Criteria--</b> Criteria - Performance will be satisfactory when: <ul style="list-style-type: none"> <li>• learner uses information found in the appendix, roots, prefixes, and suffixes sections of medical reference texts and materials.</li> </ul>	<b>Conditions--</b> Competence will be demonstrated: <ul style="list-style-type: none"> <li>• in the completion of section tests.</li> </ul>	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>Uses textbook terminology appendix.</li> <li>Applies word roots, suffixes, and prefixes.</li> </ol>	

<b>5. Demonstrate familiarity with medical reports and records.</b>			
<i>Domain--Cognitive</i>	<i>Level--Application</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<b>Criteria--</b> Criteria - Performance will be satisfactory when: <ul style="list-style-type: none"> <li>• learner identifies, defines, and produces a variety of transcribed medical records and reports.</li> <li>• learner builds greater speed, accuracy, and competence in transcribing medical records and reports.</li> </ul>	<b>Conditions--</b> Competence will be demonstrated: <ul style="list-style-type: none"> <li>• in completing chapter assignments.</li> </ul>	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>Identifies medical records and reports.</li> <li>Defines medical documents.</li> <li>Produces transcribed reports and documents.</li> </ol>	

## Types of Instruction

Individualized/Independent Study

## Grading Policy

**Evaluation Methods:** Assignments = 40%  
 Objective Tests = 40%  
 Production Exams = 10%  
 Posttest = 10%

### Grading Scale:

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

## Learning Plans

### Learning Plan 1-- History & Physical

**Overview:** The student is to transcribe each of the assigned History & Physical reports from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited report.

- Competency:** 1. **Operate a transcribing and dictating machine.**  
**Competency:** 2. **Produce and edit medical documents on a word processor.**  
**Competency:** 3. **Evaluate medical transcriptions.**  
**Competency:** 4. **Demonstrate a knowledge of medical terminology.**  
**Competency:** 5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

- \_\_\_\_\_1. Review Word Lists, 1-1 through 1-12.  
 \_\_\_\_\_2. Transcribe History & Physical Assignments 1-12.

- Performance Assessment Activities:** \_\_\_\_\_1. Complete Pretest.  
 \_\_\_\_\_2. Complete History & Physical Objective Test.  
 \_\_\_\_\_3. Submit Transcription Assignments for Evaluation & Grading.

### Learning Plan 2-- Radiology

**Overview:** The student is to transcribe each of the assigned Radiology reports from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited report.

- Competency:** 1. **Operate a transcribing and dictating machine.**  
**Competency:** 2. **Produce and edit medical documents on a word processor.**  
**Competency:** 3. **Evaluate medical transcriptions.**  
**Competency:** 4. **Demonstrate a knowledge of medical terminology.**  
**Competency:** 5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

- \_\_\_\_\_1. Review Word Lists, 2-1 through 2-39.  
 \_\_\_\_\_2. Transcribe Radiology Assignments, 1-35.

- Performance** \_\_\_\_\_1. Complete Radiology Objective Test.  
**Assessment Activities:** \_\_\_\_\_2. Submit Transcription Assignments for Evaluation & Grading.

### Learning Plan 3-- Operations (Surgical)

**Overview:** The student is to transcribe each of the assigned Surgical reports from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited report.

- Competency:** 1. **Operate a transcribing and dictating machine.**  
**Competency:** 2. **Produce and edit medical documents on a word processor.**  
**Competency:** 3. **Evaluate medical transcriptions.**  
**Competency:** 4. **Demonstrate a knowledge of medical terminology.**  
**Competency:** 5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

- \_\_\_\_\_1. Review Word Lists, 3-1 through 3-25.  
 \_\_\_\_\_2. Transcribe Operations Assignments, 1-24.

- Performance** \_\_\_\_\_1. Complete Operations Objective Test.  
**Assessment Activities:** \_\_\_\_\_2. Submit Transcription Assignments for Evaluation & Grading.  
 \_\_\_\_\_3. Complete Mid-Term Production Exam.

### Learning Plan 4-- Pathology

**Overview:** The student is to transcribe each of the assigned Pathology reports from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited report.

- Competency:** 1. **Operate a transcribing and dictating machine.**  
**Competency:** 2. **Produce and edit medical documents on a word processor.**  
**Competency:** 3. **Evaluate medical transcriptions.**  
**Competency:** 4. **Demonstrate a knowledge of medical terminology.**  
**Competency:** 5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

- \_\_\_\_\_1. Review Word Lists, 4-1 through 4-7.

\_\_\_\_\_2. Transcribe Pathology Assignments, 1-7.

**Performance**

\_\_\_\_\_1. Complete Pathology Objective Test.

**Assessment Activities:**

\_\_\_\_\_2. Submit Transcription Assignments for Evaluation & Grading.

**Learning Plan 5-- Discharge Summaries****Overview:**

The student is to transcribe each of the assigned Discharge Summaries from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited Summary.

**Competency:**

1. **Operate a transcribing and dictating machine.**

**Competency:**

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

**Competency:**

3. **Evaluate medical transcriptions.**

**Competency:**

4. **Demonstrate a knowledge of medical terminology.**

**Competency:**

5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

\_\_\_\_\_1. Review Word Lists, 5-1 through 5-9.

\_\_\_\_\_2. Transcribe Discharge Summary Assignments, 1-8.

**Performance**

\_\_\_\_\_1. Complete Discharge Summaries Objective Test.

**Assessment Activities:**

\_\_\_\_\_2. Submit Transcription Assignments for Evaluation & Grading.

**Learning Plan 6-- Autopsies****Overview:**

The student is to transcribe each of the assigned Autopsy reports from the dictation tapes, edit the transcribed documents using proofreader marks, and produce an accurate copy of each edited report.

**Competency:**

1. **Operate a transcribing and dictating machine.**

**Competency:**

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

**Competency:**

3. **Evaluate medical transcriptions.**

**Competency:**

4. **Demonstrate a knowledge of medical terminology.**

**Competency:**

5. **Demonstrate familiarity with medical reports and records.**

**Learning Activities:**

\_\_\_\_\_1. Review Word Lists, 6-1 through 6-2.

\_\_\_\_\_2. Transcribe Autopsy Reports 1 and 2.

**Performance**

**Assessment Activities:**

\_\_\_\_\_1. Complete Autopsies Objective Test.

\_\_\_\_\_2. Submit Transcription Assignments for Evaluation & Grading.

\_\_\_\_\_3. Complete Final Production Exam.

\_\_\_\_\_4. Complete Posttest.