Medical Transcription
Course Design
2001-2002

Course Information
Organization: Eastern Arizona College
Division: Business
Course Number: OFT225
Title: Medical Transcription
Credits: 3
Developed by: T Jones
Lecture/Lab Ratio: 2 Lecture, 3 Lab
Transfer Status: Elective at ASU and NAU

Extended Registration
Class: No
CIP Code: 51.0708
Assessment Mode: Pre/Posttest, 35 Questions, 35 Points
Semester Taught: Fall and Spring semesters
Gen. Ed. Area: None
Separate Lab: No
Awareness Course: No

Intensive Writing Course: No
Prerequisites: 1. None

Goals:
1. To achieve the ability to transcribe medical documents correctly and efficiently on word processing equipment.
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.
3. To produce accurate and high quality work.

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:

Supplies:
3.5" Diskettes
### Competencies and Performance Standards

<table>
<thead>
<tr>
<th>1. Operate a transcribing and dictating machine.</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Domain</strong>--Psychomotor</td>
<td><strong>Level</strong>--Practice</td>
</tr>
<tr>
<td><strong>Criteria</strong>--Criteria - Performance will be satisfactory when:</td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>• learner practices listening to a phrase or meaningful word group, keyboards those words, and listens again before completing the first group of words.</td>
<td>• in the completion of selected transcription activities.</td>
</tr>
<tr>
<td>• learner analyzes what is being dictated and listens to the dictator's tone of voice as a guide to aid in punctuation correctly.</td>
<td></td>
</tr>
<tr>
<td><strong>Criteria</strong>--Criteria - Performance will be satisfactory when:</td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td><strong>Learning Objectives:</strong></td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>a. Operates standard dictating machine.</td>
<td>• in the completion of selected transcription activities.</td>
</tr>
<tr>
<td>b. Practices listening to meaningful word group.</td>
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<tr>
<td>c. Keyboards dictated words and phrases.</td>
<td></td>
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<tr>
<td>d. Analyzes what is being dictated.</td>
<td></td>
</tr>
<tr>
<td>e. Punctuates text according to dictator's tone of voice.</td>
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<table>
<thead>
<tr>
<th>2. Produce and edit medical documents on a word processor.</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Domain</strong>--Cognitive</td>
<td><strong>Level</strong>--Application</td>
</tr>
<tr>
<td><strong>Criteria</strong>--Criteria - Performance will be satisfactory when:</td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>• learner produces transcribed copy that is set up attractively and is free of spelling, punctuation, grammar, or typographical errors.</td>
<td>• in the completion of transcription assignments.</td>
</tr>
<tr>
<td>• learner transcribes mailable medical reports at a minimum production rate of 45 correct lines in 30 minutes.</td>
<td>• in the completion of transcription tests.</td>
</tr>
<tr>
<td><strong>Learning Objectives:</strong></td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>a. Produces transcribed copy.</td>
<td>• in the completion of transcription assignments.</td>
</tr>
<tr>
<td>b. Edits documents for spelling, punctuation, grammar, and typographical errors.</td>
<td>• in the completion of transcription tests.</td>
</tr>
<tr>
<td>c. Transcribes mailable medical documents.</td>
<td></td>
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<tr>
<td>d. Transcribes at a minimum production rate.</td>
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<table>
<thead>
<tr>
<th>3. Evaluate medical transcriptions.</th>
<th></th>
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<tbody>
<tr>
<td><strong>Domain</strong>--Cognitive</td>
<td><strong>Level</strong>--Evaluation</td>
</tr>
<tr>
<td><strong>Criteria</strong>--Criteria - Performance will be satisfactory when:</td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>• learner reviews documents for weak areas and makes improvements by studying rules and examples.</td>
<td>• in the accurate proofreading of transcription assignments.</td>
</tr>
<tr>
<td>• learner proofreads transcripts with 100% accuracy.</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Objectives:</strong></td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>a. Reviews transcribed documents.</td>
<td>• in the accurate proofreading of transcription assignments.</td>
</tr>
<tr>
<td>b. Improves documents.</td>
<td></td>
</tr>
<tr>
<td>c. Produces accurate transcripts.</td>
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<thead>
<tr>
<th>4. Demonstrate a knowledge of medical terminology.</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Domain</strong>--Cognitive</td>
<td><strong>Level</strong>--Application</td>
</tr>
<tr>
<td><strong>Criteria</strong>--Criteria - Performance will be satisfactory when:</td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>• learner uses information found in the appendix, roots, prefixes, and suffixes sections of medical reference texts and materials.</td>
<td>• in the completion of section tests.</td>
</tr>
<tr>
<td><strong>Learning Objectives:</strong></td>
<td><strong>Conditions</strong>--Competence will be demonstrated:</td>
</tr>
<tr>
<td>a. Uses textbook terminology appendix.</td>
<td>• in the completion of section tests.</td>
</tr>
<tr>
<td>b. Applies word roots, suffixes, and prefixes.</td>
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</table>
5. Demonstrate familiarity with medical reports and records.

<table>
<thead>
<tr>
<th>Domain--Cognitive</th>
<th>Level--Application</th>
<th>Importance--Important</th>
<th>Difficulty--Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria--Criteria - Performance will be satisfactory when:</td>
<td>Conditions--Competence will be demonstrated:</td>
<td>Learning Objectives:</td>
<td></td>
</tr>
<tr>
<td>• learner identifies, defines, and produces a variety of transcribed medical records and reports.</td>
<td>• in completing chapter assignments.</td>
<td>a. Identifies medical records and reports.</td>
<td></td>
</tr>
<tr>
<td>• learner builds greater speed, accuracy, and competence in transcribing medical records and reports.</td>
<td></td>
<td>b. Defines medical documents.</td>
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<tr>
<td></td>
<td></td>
<td>c. Produces transcribed reports and documents.</td>
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Types of Instruction

Individualized/Independent Study

Grading Policy

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

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>59% or Below</td>
</tr>
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Learning Plans

Learning Plan  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  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:

2. Transcribe Radiology Assignments, 1-35.
Performance Assessment Activities:
_____1. Complete Radiology Objective Test.
_____2. Submit Transcription Assignments for Evaluation & Grading.

Learning Plan 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.
2. Produce and edit medical documents on a word processor.
3. Evaluate medical transcriptions.
4. Demonstrate a knowledge of medical terminology.
5. Demonstrate familiarity with medical reports and records.

Learning Activities:
_____1. Review Word Lists, 3-1 through 3-25.

Performance Assessment Activities:
_____2. Submit Transcription Assignments for Evaluation & Grading.
_____3. Complete Mid-Term Production Exam.

Learning Plan 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.
2. Produce and edit medical documents on a word processor.
3. Evaluate medical transcriptions.
4. Demonstrate a knowledge of medical terminology.
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 Assessment Activities:

1. Complete Pathology Objective Test.
2. Submit Transcription Assignments for Evaluation & Grading.

Learning Plan  **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 Assessment Activities:

1. Complete Discharge Summaries Objective Test.
2. Submit Transcription Assignments for Evaluation & Grading.

Learning Plan  **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.