

Date Adopted: January, 19--

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 212 MEDICAL TRANSCRIPTION

I. OAD 212 MEDICAL TRANSCRIPTION– 3 Semester Hours

II. Course Description

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

III. Prerequisite

OAD 103or/ permission from the instructor

IV. Textbook

Textbook: Medical Transcription: Techniques, Technologies

Publisher: Paradigm

Author: Ettinger

V. Course Objectives

1. The student will develop an understanding of the role of the medical transcriptionist as a member of the healthcare team.
2. The student will learn the basic components of a dictation/transcription system and how to assemble and operate those components for use in the medical transcription environment.
3. The student will demonstrate an understanding of common medical terminology associated with the diagnosis and treatment of certain conditions, and be able to use such reference tools as the medical dictionary and the Physician's Desk Reference.
4. The student will demonstrate an understanding of the procedures associated with the transcription and processing of a variety of correspondence and reports that are typical of those encountered in the medical environment, including the application of medical terminology, the use of English language skills, and proper document formatting.
5. The student will be able to transcribe dictation associated with a variety of medical specialties, including dermatology, urology, gastroenterology, cardiology, endocrinology, orthopedics, obstetrics and gynecology, neurology, psychiatry, pathology, and radiology.
6. The student will be able to proofread, edit and revise medical documents.

VI. Course Outline of Topics

1. The student will learn the basic components of a dictation/transcription system and how to assemble and operate those components for use in the medical transcription environment.
2. The student will demonstrate an understanding of common medical terminology associated with the diagnosis and treatment of certain conditions, and be able to use such reference tools as the medical dictionary and the Physician's Desk Reference.
3. The student will demonstrate an understanding of the procedures associated with the transcription and processing of a variety of correspondence and reports that are typical of those encountered in the medical environment, including the application of medical terminology, the use of English language skills, and proper document formatting.
4. The student will be able to transcribe dictation associated with a variety of medical specialties, including dermatology, urology, gastroenterology, cardiology, endocrinology, orthopedics, obstetrics and gynecology, neurology, psychiatry, pathology, and radiology.

5. The student will be able to proofread, edit and revise medical documents.
 - a. The student will complete at least 80% of the laboratory assignments and assigned class work, including transcription practice exercises.
 - b. Given a minimum of three tests on medical dictation, involving case histories, physical exams, chart notes, office and procedure notes, discharge summaries, consultation, operative and pathology reports from a variety of medical specialties, the student will be able to demonstrate proficiency in spelling, punctuation, terminology, and appropriate formatting, by processing such dictation with a minimum of 80% accuracy.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).