Fall 9-1-2005

MED 256T.01: Medical Transcription I

Carol Hinricher

University of Montana - Missoula

Let us know how access to this document benefits you.
Follow this and additional works at: https://scholarworks.umt.edu/syllabi

Recommended Citation
https://scholarworks.umt.edu/syllabi/10018
THE UNIVERSITY OF MONTANA--MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE: MED 256T, MEDICAL TRANSCRIPTION I
DATE REVISED: Fall, 2005

SEMESTER CREDITS: 3

PREREQUISITES: CRT 115T Advanced Document Production or concurrent enrollment
MED 216 Terminology for Health Professions or concurrent enrollment
SCN 115 Anatomy

FACULTY: Carol Hinricher
E-Mail: carol.hinricher@umontana.edu
Phone: 243-7817
Office: AD17
Office Hours: by appointment

RELATIONSHIP TO PROGRAM(S):
This course provides students with a comprehensive foundation for medical transcription and is
a capstone course for students in the medical administrative assisting and medical transcription
programs.

COURSE DESCRIPTION: An introduction to the transcription of authentic physician-dictated
medical reports in a variety of medical specialties. Emphasis is on the development of accuracy
and speed in interpreting, transcribing and editing medical dictation for content and clarity.

STUDENT PERFORMANCE OUTCOMES:
Occupational Performance Objectives
Upon completion of this course, the student will be able to:

1. Operate a transcribing machine efficiently, using proper typing techniques and coordinating
   listening skills with hand/foot movements.
2. Use reference materials intelligently and efficiently.
3. Practice ethical values when dealing with confidentiality or personal information contained
   in a health record.
4. Apply knowledge of English language rules, basic anatomy, disease processes, laboratory
   medicine and pharmacology in order to select and use appropriate terminology to produce
   medically and legally accurate patient health records.
5. Transcribe and edit medical letters, history and physicals, discharge summaries, and chart
   notes within the established productivity standards and deadlines.
6. Work independently with minimal supervision.
STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Production and Testing
1. Production activities will occur daily. Regular attendance, good time management, and careful attention to detail will help students meet completion deadlines.

2. Production Tests will follow each unit.

3. Final grade will be determined by total points received on production, homework and tests utilizing the following percentage scale

<table>
<thead>
<tr>
<th>Final Grading Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grading Scale:</strong></td>
</tr>
<tr>
<td>94 - 100 A</td>
</tr>
<tr>
<td>88 - 93 B</td>
</tr>
<tr>
<td>80 - 87 C</td>
</tr>
<tr>
<td>74 - 79 D</td>
</tr>
<tr>
<td><strong>Final Grading Percent:</strong></td>
</tr>
<tr>
<td>60%</td>
</tr>
<tr>
<td>40%</td>
</tr>
</tbody>
</table>

Grading Scale:  

<table>
<thead>
<tr>
<th>94 - 100 A</th>
<th>88 - 93 B</th>
<th>80 - 87 C</th>
<th>74 - 79 D</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
</tbody>
</table>

Final Schedule:  Monday, December 12  8:00-10:00

ATTENDANCE POLICY:
Students are expected to come prepared for class each day and to participate in the assigned activity. Students will work independently on class assignments but are expected to adhere to the following deadlines:

<table>
<thead>
<tr>
<th>HILLCREST</th>
<th>Tape 1</th>
<th>Reynolds and Parker</th>
<th>September 16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tape 2</td>
<td>Vaccaro and Ramos</td>
<td>September 30</td>
</tr>
<tr>
<td></td>
<td>Tape 3</td>
<td>Cruz and McClure</td>
<td>October 14</td>
</tr>
<tr>
<td></td>
<td>Test</td>
<td></td>
<td>October 17</td>
</tr>
<tr>
<td></td>
<td>Tape 5</td>
<td></td>
<td>October 30</td>
</tr>
<tr>
<td></td>
<td>Test</td>
<td></td>
<td>November 2</td>
</tr>
<tr>
<td>SUM</td>
<td>1</td>
<td>HEENT</td>
<td>November 11</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Orthopedics</td>
<td>November 25</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Pediatrics</td>
<td>December 9</td>
</tr>
<tr>
<td></td>
<td>Test</td>
<td></td>
<td>December 12</td>
</tr>
</tbody>
</table>

RECOMMENDED TEXT:  Spellright Medical Word Book

SUPPLIES:  Two 3.5" diskettes, HD (high density) are required for saving student data. Earphones  Two folders for submitting and storing assignments

COURSE OUTLINE:

I. Introduction to Medical Transcription
   A. Confidentiality Policy
   B. Transcribing Equipment
   C. Creation of Macros

II. Abbreviations and Transcription Guidelines
   A. Punctuation
   B. Capitalization
   C. Transcribing numbers, figures and abbreviations
   D. Spelling, word division
E. Word endings  
F. Antonyms and homonyms  

III. Reference Books  
A. Medical dictionary  
B. Physician’s Desk Reference  
C. Medical Word Books  
D. Internet resources  
E. Specialized reference books  

IV. Transcribing Medical Records and Reports by Systems  
A. Chart notes and progress notes  
B. History and Physicals  
C. Discharge summaries  
D. Operative reports