MED 256T.01: Medical Transcription I

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THE UNIVERSITY OF MONTANA--MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE: SEC 257T, MEDICAL TRANSCRIPTION II
DATE REVISED: Fall 2006

SEMESTER CREDITS: 3

PREREQUISITES: SEC 256, Medical Transcription I

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

RELATIONSHIP TO PROGRAM(S):
This course builds on the basic foundation established in Medical Transcription I, and it is a capstone course for students in the medical transcription program.

COURSE DESCRIPTION: Advanced medical transcription of realistic physician-dictated medical reports in a variety of medical specialties. Emphasis is on production and increased 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. Use reference materials efficiently for accurate completion of reports.
2. Practice ethical values when dealing with confidentiality or personal information contained in a health record.
3. Apply knowledge of medical terminology, English grammar, punctuation and spelling to select and use appropriate terminology to produce medically and legally accurate patient health records.
4. Identify inconsistencies and/or inaccuracies in dictation and edit and revise the appropriately.
5. Transcribe and edit medical letters, history and physicals, discharge summaries, and operative reports 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>Grading Scale:</th>
<th>FINAL Grading Percent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - 100 A</td>
<td>Transcription Assignments: 60%</td>
</tr>
<tr>
<td>88 - 93 B</td>
<td>Production Tests: 40%</td>
</tr>
<tr>
<td>80 - 87 C</td>
<td></td>
</tr>
<tr>
<td>74 - 79 D</td>
<td></td>
</tr>
</tbody>
</table>

Final Schedule: Thursday December 14 8:00 a.m.

ACADEMIC CONDUCT:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

ACCOMMODATION:

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please be prepared to provide a letter from you DSS Coordinator.

UM Coordinator: Daniel J. Burke
243-4424

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>SUM Cardiopulmonary</th>
<th>September 12</th>
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</thead>
<tbody>
<tr>
<td>Gastrointestinal/Genitourinary</td>
<td>September 27</td>
</tr>
<tr>
<td>Pediatrics Test</td>
<td>October 11 October 16</td>
</tr>
<tr>
<td>Orthopedics Tape Test</td>
<td>October 30 November 13</td>
</tr>
<tr>
<td>Radiology Tape Test</td>
<td></td>
</tr>
<tr>
<td>FOREST GENERAL 25 reports</td>
<td>November 20 December 6</td>
</tr>
</tbody>
</table>

REQUIRED TEXT: None

SUPPLIES: Device is 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