

**OST 241
MEDICAL OFFICE TRANSCRIPTION I**

COURSE DESCRIPTION:

Prerequisites: MED 121

Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. This course is a unique concentration requirement of the Medical Office Systems Technology concentration in the Office Systems Technology program. Course Hours Per Week: Class, 1. Lab, 2. Semester Hours Credit, 2.

LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

- a. apply written communication skills, including punctuation, capitalization, grammar, sentence structure, letter formals, report formats, and so forth;
- b. use designated references;
- c. review and apply medical terminology;
- d. maintain a medical word list;
- e. follow dictation instructions;
- f. apply basic medical transcription guidelines;
- g. develop speed during medical transcription;
- h. develop accuracy during medical transcription;
- i. transcribe and create appropriate medical documents;
- j. proof and edit medical documents; and
- k. develop good listening skills.

OUTLINE OF INSTRUCTION:

- I. Introduction to the transcription process
 - A. Basic medical transcription guidelines
 - B. Professionalism

- II. Introduction to equipment and procedures
 - A. Transcription equipment
 - B. Word processing equipment

OST 241

III. Case history studies

- A. Word building
- B. Memorandums
- C. Letters
- D. Patient's Medical Record Report
- E. ECG
- F. X-ray reports

REQUIRED TEXTBOOKS AND MATERIALS:

Becklin, Karonne J. Introduction to Medical Office Transcription. 2nd ed. Glencoe/McGraw-Hill, 2002.

Audio cassettes to accompany textbook.

SUGGESTED REFERENCES, PERIODICALS AND VISUAL AIDS:

Blake, Rachelle S., B.A., R.M.T. The Medical Transcriptionist's Handbook. 2nd ed. Delmar Publishers, 1993.

Medical dictionary

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.