

**OST 242**  
**MEDICAL OFFICE TRANSCRIPTION II**

**COURSE DESCRIPTION:**

Prerequisites: OST 241

Corequisites: None

This course continues building machine transcription techniques as applied to medical documents. Emphasis is on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties. Course Hours Per Week: Class, 1. Lab, 2. Semester Hours Credit, 2.

**COURSE OBJECTIVES:**

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

- a. Demonstrate proficiency in English grammar, punctuation, spelling, and standards of style.
- b. Demonstrate general knowledge of anatomy and physiology.
- c. Understand the confidentiality, ethical, and legal implications of the practice of medicine.
- d. Take medical dictation at the keyboard.
- e. Transcribe and be familiar with the diverse types of medical report such as:
  - 1.) Special Procedures Reports
  - 2.) Operative Reports
  - 3.) Discharge summaries, etc.
- f. Produce legible and accurate medical documents.
  - 1.) Increase speed and accuracy.
- g. Demonstrate a strong knowledge of medical terminology and abbreviations.
- h. Use and be familiar medical references and other resources.
- i. Demonstrate a general knowledge of transcribing equipment.
- j. Continue to demonstrate good listening skills.
- k. Continue to use word processing packages to:
  - 1.) operate storage media and functions controls; and
  - 2.) operate output device to produce hard copy
- l. Use proofreading symbols.

**OUTLINE OF INSTRUCTION:**

- I. Special Procedure Reports
  - A. The digestive system
  - B. The endocrine system
  - C. The urinary system

- D. The reproductive system and obstetrics
- E. The musculoskeletal system
- F. The nervous system
- G. Case studies

## II. Operative Reports

- A. Large and small intestine
- B. Endocrine
- C. Nervous
- D. Obstetrics

## III. Discharge Summary Reports

- A. Endocrine
- B. Female Reproductive
- C. Musculoskeletal
- D. Nervous

### **REQUIRED TEXTBOOKS AND MATERIALS:**

Becklin, Karonne J., and Sunnarborg, Edith M. Introduction to Medical Office Transcription. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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.