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 transcript of voice recording 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 format and report formats.
b. Use designated references;
c. Define the medical terms and abbreviations presented, either by memory or by using a dictionary or medical reference book.
d. Define the prefixes, combining forms, and suffixes presented, either by memory or by using a dictionary or medical reference book.e. Develop accuracy during medical transcription.
f. Transcribe and create appropriate medical documents.
g. Proof and edit medical documents;
h. Develop good listening skills.
i. Describe the importance of the confidential nature of medical reports.

OUTLINE OF INSTRUCTION:

I. Introduction to the transcription process
   A. Basic medical transcription guidelines
   B. Professionalism
   C. Confidentiality Policy
   D. Health Insurance Portability and Accountability Act (HIPAA)

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

III. Understanding Medical Records
   A. History and Physical Examination (H&P)
   B. Operative Report (OP)
   C. Consultation (Consult)
   D. Discharge Summary
   E. Diagnostic Imaging or Radiology Report (Rad)
   F. Death Summary
   G. Autopsy Report