

Medical Transcription 1 – AH 222

Number of credits: 3

Course Description: This course is an introduction to basic medical transcription through the process of transcribing medical dictation and completing related assignments.

Transcription skills emphasizing correct use of grammar, punctuation and spelling are studied. Basic transcription practice that includes a variety of dictated medical reports is also included. An emphasis on AHDI (Association of Healthcare Documentation Integrity) style and format is included. The student will gain exposure to the following specialties by transcribed reports and assignments: dermatology, urology, gastroenterology, cardiology, pulmonary medicine, endocrinology, orthopedics, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology

Pre-/Co-requisites: AH 171 Medical Terminology, AH 134 Medical Disorders, PHRM 215 Intro to Pharmacology

Course Objectives: It is expected that students will be able to:

- The student will apply proper English usage including proper grammar, punctuation, and style, and the use of correct spelling, and sentence structure.
- The student will accurately use grammar and style references for research.
- The student will apply correct medical transcription rules of style according to the AHDI Book of Style, 3rd Edition.
- The student will accurately use medical language and structure.
- The student will identify, pronounce, spell, define, and understand medical terminology related to human structure and function, general medicine and surgery, medical and surgical specialties, diagnostic and interventional procedures, laboratory and pathology medicine, and medications.
- The student will accurately transcribe a total of 360 minutes of actual physician dictation applying knowledge in English, medical knowledge, technology, healthcare documentation, and professional practice.
- The student will demonstrate the ability to proofread and correct a transcribed healthcare document.
- The student will be able to identify and flag inconsistencies or discrepancies in the dictation.
- The student will understand the need for productivity and quality standards.
- The student will understand the importance of the need for continuing education and professional medical transcription certification.
- The student will understand the various types of dictation equipment and understand how to use this equipment.
- The student will understand and apply correct ergonomic habits.

Instructor: Melissa Coleman, CMT, AHDI-F

Office: Thatcher Hall 2213

Office Hours: MWF 1:00 to 3:00; Tu/Th 10:00 to 12:00 and 1:00 to 4:00

Phone: 701-228-5642

Email: melissa.coleman@dakotacollege.edu

Lecture/Lab Schedule: MWF, 9:00 – 9:50; Thatcher Hall 2211

Textbooks/Required Materials:

- Medical Transcription Fundamentals and Practice 4th edition; Health Professions Institute. ISBN 978-0-13-298814-8
- Medical dictionary (Stedman's, Dorland's, Mosby's)
- Pharmaceutical drug reference (Quick Look Drug Book or Saunders Drake and Drake)
- USB foot pedal and headsets ordered DCB Bookstore

Course Requirements:

- The student will be expected to attend class.
- The student will be required to complete all assignments. If prior arrangements have not been made, late assignments are worth half credit.
- A final exam will be completed at the conclusion of 17 chapters.
- A letter grade will be awarded upon the completion of the course.

Tentative Course Outline:**Week 1: January 15 – 17**

Chapter 1: Healthcare Documentation Profession

Week 2: January 22– 24 (no class Monday, January 20)

Chapter 2: The Healthcare Record

Week 3: January 27 – 31

Chapter 3: Healthcare Documentation Technology

Week 4: February 3– February 7

Chapter 4: Medical Transcription Practices

Week 5: February 10– February 14

Chapter 5: Perspectives on Style

Week 6: February 17 – February 19 (No class Monday, February 17)

Chapter 7: Dermatology

Week 7: February 24 – February 28

Chapter 8: Family Medicine

Week 8 : March 3– March 7

Chapter 6: Psychiatry

Week 9: March 10 – March 14

Chapter 9: Internal Medicine

Week 10: March 17 – 21 – SPRING BREAK- NO SCHOOL**Week 11: March 24 – 28**

Chapter 10: Pulmonary Medicine

Week 12: March 31 – April 4

Chapter 12: Cardiology

Week 13: April 7 – April 11

Chapter 14: Obstetrics/Gynecology

Week 14: April 14 – 18 (No class Friday, April 18)

Chapter 13: Urology and Nephrology

Week 15: April 21 – 25 (No class Monday, April 21)

Chapter 15: Gastroenterology

Week 16: April 28 – May 2

Chapter 16: Orthopedics

Week 17: May 5– May 9

Chapter 17: Neurology

Final Exam Review
FINAL EXAMINATION: May 9

Overall Points – 1246 points

Quizzes – 16 quizzes (20 points each) = 320 points

Assignments – 83 reports (10 points each) = 830 points

Attendance – 86 points (2 points per day)

1121 – 1246 A (90%)

997 – 1120 B (80%)

872 – 996 C (70%)

684 – 871 D (60%)

683 and below - FAIL

General Education Goals/Objectives:

- Critical thinking in the completion of transcription assignments (Gen Ed #2)
- Knowledge and application of transcription technology (Gen Ed #3)

Relationship to Campus Theme: The student will use up-to-date technology as it applies to medical transcription. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies: Respect for fellow students and the instructor is required. All cell phones and other electronic devices are to be turned off during class time. Computer use in this course is limited strictly to the medical transcription program.

Academic Integrity: All students are expected to adhere to the highest standards of academic integrity. Dishonesty in the classroom or laboratory and with assignments, quizzes and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. For more information, refer to the Student Handbook.

Disabilities and Special Needs: If you have a disability for which you need accommodations, you are encouraged to contact your instructor and the Learning Center (228-5479 or 1-888-918-5623) to request disability support services as early as possible during the beginning of the semester.