

## 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 9:00 to 10:00 and 1:00 to 4:00; Tu/Th 1:00 to 4:00

**Phone:** 701-228-5642

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**Lecture/Lab Schedule:** Tuesday 5:00 to 7:50 p.m.; Thatcher Hall 2211

**Textbooks/Required Materials:**

- Medical Transcription Fundamentals and Practice 3rd edition; Health Professions Institute. ISBN 0-13-188143-4 (includes a CD-Rom)
- 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:**

January 8 – Intro to course, Chapter 1  
January 15 – Chapter 2  
January 22 – Chapter 3  
January 29 - Chapter 4 - Dermatology  
February 5 - Chapter 5 – ENT (ear, nose, and throat)  
February 12 – Chapter 6 - Ophthalmology  
February 19 – Chapter 7 – Pulmonology  
February 26 - Chapter 8 – Cardiology/Hematology  
March 5 – Chapter 9 - Gastroenterology  
March 12 – Spring Break – NO CLASS  
March 19 – Chapter 10 - Endocrinology  
March 26 – Chapter 11 – Urology/Nephrology  
April 2 - Chapter 12 – OB/GYN  
April 9 - Chapter 13 - Orthopedics  
April 16 - Chapter 14 – Neurology/Chapter 15 – Psychiatry  
April 23 – Chapter 16 – Pathology/Chapter 17 - Radiology  
April 30 30 – FINAL EXAM

**Overall Points – 900 points**

846 – 900 – A (94%)  
792 – 845 – B (88%)  
738 – 791 – C (82%)  
684 – 737 – D (76%)  
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.