Surgery - AH 230
2 Credits
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Prerequisites:
Medical Transcription I - AH 222
Medical Transcription II - AH 223
Medical Terminology - AH 171
Pharmacology - PHRM 215
Medical Disorders - AH 134

Course Description: The advanced medical transcription courses will offer the student continued transcription of original physician healthcare dictation using transcription, proofreading, editing, and research skills while meeting quality and productivity standards

Required Text/Materials:
SUM Surgery CD-ROM (individual CD separate from other courses)
Stedman's Neurology/Neurosurgery Words
Stedman's Plastic Surgery Words
Stedman's Surgery Words

These materials are also required if not previous purchased.
Stedman's Equipment Words
Stedman's Laboratory/Pathology Words
Stedman's Abbreviations and Acronyms
Medical Dictionary (Stedman's, Dorland's, Mosby's)
Pharmaceutical word book (Quick Look Drug Book)
AHDI Book of Style, 3rd Edition
USB foot pedal
Headset

Course Objectives:
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 understand the need and usage of a healthcare record.
♦ The student will understand the concepts related to HIPAA and how it relates to medical transcription.
♦ 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 specialities, diagnostic and interventional procedures, laboratory and pathology medicine, and medications.

- The patient will accurately transcribe a total of 480 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 implement productivity standards as well as quality standards in their transcribed reports.
- 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.

Nature, Technology, and Beyond: 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.

Course Requirements and Evaluation:
- The student will be expected to all assessments as well as the final assignments.
- All assessments will be completed in the order they are presented.
- Quizzes are open note, open book.
- A letter grade will be awarded upon the completion of the course.