

## Medical Transcription II AH 223

**Credits:** 2 credits

**Course Description:** This course is a continuation in 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. Continued transcription practice that includes a variety of dictated medical reports is also included. An emphasis on AHDI (formerly AAMT, American Association of Medical Transcription) style and format is included.

The student will gain exposure to the following specialties by transcribed reports and assignments: cardiopulmonary, dermatology/plastic surgery, gastrointestinal, genitourinary, otorhinolaryngology, hematology/oncology/immunology, neurology/psychiatric, obstetrics/gynecology, orthopedics, and pediatrics.

**Instructor Information:**

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**Course Prerequisites:**

- Medical Terminology (AH 171)
- Medical Disorders (AH 134)
- Introduction to Pharmacology (PHRM 215)
- Medical Transcription I (AH 222)

**Required Texts/Materials:**

- SUM Beginning Medical Transcription 2 CD-Rom
- AHDI Book of Style, 3rd Edition
- Saving keystrokes
- Stedman's Spellcheck
- (Also required if not previously purchased)
  - Medical dictionary (Stedman's, Mosby's, Dorland's)
  - Pharmaceutical drug reference (Quick Look Drug Book or Saunders Drake and Drake)
  - USB foot pedal ordered MSU-B Bookstore or from Health Professions Institute

**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 specialties, diagnostic and interventional procedures, laboratory and pathology medicine, and medications.
- The student 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.

**Course Requirement and Evaluation:**

- The student will be expected to complete all assignments.
- All chapter assignments will be completed in the order they are presented.
- Quizzes are open note, open book.
- The student will be required to complete an informational interview.
- A final exam will be completed at the conclusion of 10 chapters.
- A letter grade will be awarded upon the completion of the course.

**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:** Attendance in the online course, completion of assignments and quizzes, and respect for the instructor and other students.

**Academic Integrity:** All students are expected to adhere to the highest standards of academic integrity and honesty. Dishonesty in the online classroom 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.