

Syllabus: AH222 - Medical Transcription I

Instructor Information

Wyatt Gage

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>Course Requirements

- Medical Terminology (AH 171)
- Medical Disorders (AH 134)
- Introduction to Pharmacology (PHRM 215)
- Proficiency in grammar, punctuation, and spelling.
- Keyboarding skills of 50 words per minute.
- Basic computer skills.

Course Objectives and Expectations

- Transcribe medical reports without critical patient care errors. Develop speed and accuracy in transcribing medical reports.
- Utilize reference materials and other resources efficiently and faithfully.
- Learn and use editing and proofreading techniques.
- Recognize and use various report formats.
- Learn and apply the AHDI Rules of Style in transcribed reports.
- Produce accurate and error-free documents.

Students are expected to submit all weekly assignments and quizzes. All chapters will be completed in the order presented. Students may work ahead but once a due date has passed, the quizzes are no longer accessible and the transcription assignments are worth only half credit.

A final grade will be based on the quizzes, weekly transcription assignments, and final exam. A computer, headset, and foot pedal are required for completion of weekly assignments. Printer access is also very helpful.

Required textbooks and materials

- Medical Transcription Fundamentals and Practice 4th Edition (ISBN: 978-0-13-298814-8)
- Pharmaceutical drug reference
- Medical Dictionary: Stedman's or Dorland's preferred. Taber's acceptable.

Optional materials

- USB Foot Pedal
- Headset compatible with student's computer
- Printer access

All of the above required materials can be ordered over the phone through the Dakota College at Bottineau Bookstore by using your credit card or making other financial arrangements by calling 701-228-5458.

Grading Scale

There are a possible of 1220 points in this course. The breakdowns by letter grade are shown below:

1098 to 1220 A (90%)

976 to 1097 B (80%)

854 to 975 C (70%)

732 to 853 D (60%)

731 or below is Failing.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and

harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.