



Course Prefix/Number/Title: AH 222 Medical Transcription I

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 for Healthcare Documentation Integrity) style and format is included.

Pre-Requisites: AH 134, AH 171

Pre/Co-Requisite: PHRM 215

Course Objectives:

Students are expected to:

- Demonstrate transcription of medical reports without critical patient care errors.
- Develop speed and accuracy in transcribing medical reports
- Utilize reference materials and other resources efficiently and regularly to ensure accuracy.
- Identify proofreading and editing techniques.
- Apply the AHDI Rules of Style in transcribed reports.
- Demonstrate accurate and error-free documents.

Instructor: Heidi Hauf

Office: Old Main

Office Hours: Use Starfish Calendar to Schedule Appointments and view Available Office Hours

Phone: 1-701-228-5453

Email: Messages within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: MWF 9-9:50 am

Textbook(s):

Medical Transcription Fundamentals and Practice, Health Professions Institute, Ellen Drake,
Sally C Pitman, John H Dirckx, 4th Edition, 2014

ISBN: 978-0-13-298814-8

Pharmaceutical drug reference

Medical Dictionary: Stedman's or Dorland's preferred. Taber's acceptable.

Required materials

- USB Foot Pedal
- Headset compatible with student's computer
- Printer access (this item isn't required, but helpful)

Course Requirements:

Independent Practice: Read each chapter. Review the chapter scenarios and critical thinking provided in each chapter.

Participation: Regular attendance is required. In class activities will be graded. Students are expected to engage in meaningful class discussions when appropriate. The medical field requires professionalism, confidentiality, privacy, & honesty. It is important that students showcase these characteristics, especially while in class.

Assignments: Chapter assignments should be completed prior to exams.

Exams: Exams allow for one attempt only. They are timed as shown in the course. Please plan accordingly. Failure to submit the exam prior to completion may result in a zero.

Other Course Requirements can be found on the document “Course Expectations” within Blackboard

Tentative Course Outline:

- Healthcare Documentation Profession
- The Healthcare Record
- Healthcare Documentation Technology
- Medical Transcription Practices
- Perspectives on Style
- Psychiatry
- Dermatology
- Family Medicine
- Internal Medicine
- Pulmonary Medicine
- Cardiology
- Urology
- Obstetrics and Gynecology
- Gastroenterology
- Orthopedics
- Neurology
- Diagnostic Imaging/Radiology
- Pathology
- Final

Follow Due Dates discussed during class or what is published on Blackboard.

Academic Calendar: Please review <https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions> for important dates.

Grading Scale:

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| 100-90% | A |
| 89-80% | B |
| 79-70% | C |
| 69-60% | D |
| Less than 60% | F |

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employ industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The student will learn technology as it applies to the electronic health record in the healthcare setting. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies:

- Use of AI is Prohibited
- All students have time allotted based off of the academic calendar to complete the course. The course ends at 11:59 p.m. central time on the last Friday of the term.
- Assignments are indicated within the course contents and are mandatory. All assignments must be submitted by the due date listed within the course a grade of zero will be given for the uncompleted and/or late assignments.
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but **ONLY** if arrangements are made before the original due date.
- All quizzes, assignments, and final exam are open note, open book. You are encouraged to look up information and use the resources you have available.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

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.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

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| Students | <ul style="list-style-type: none">• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work.• Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment.• In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement. |
| Faculty | <ul style="list-style-type: none">• Determine if the use of generative AI could enhance student learning in any assignment of project.• Clearly indicate in all course syllabi if generative AI is allowable for any academic work.• If allowable, give specific parameters for how and when generative AI may be used.• If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director. |