Syllabus: AH222 - Medical Transcription I

Instructor Information

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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.
- USB Foot Pedal

- Headset compatible with student's computer
- Printer access is also a good idea if possible.

  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.