

RMT Exam Prep - AH 250**1 Credit****Melissa Coleman, CMT, AHDI-F**

Prerequisite Courses: AH 225, 226, 227, 229, 230 OR instructor/advisor approval.

Course Description: This course is designed to prepare the student for the national RMT (registered medical transcriptionist) certification examination offered by AHDI (Association for Healthcare Documentation Integrity).

This course consists of 24 chapters of practice assignments and quizzes in preparation for the RMT examination. Medical specialties consist of 18 chapters. English language review covers 3 chapters. Medicolegal issues comprise 1 chapter. There are also 6 appendices of other important information to review for the examination.

Required Text: RMT Review Guide, ISBN: 0-7817-6513-7

Course Objectives:

- Review structure and function of organs and systems.
- Review prefixes, suffixes, combining forms and root words.
- Review medical transcription report types and format.
- Review signs and symptoms of diseases and condition.
- Review diagnostic procedures and treatments.
- Review prefixes, suffixes, combining forms, and root words.
- Review structure and function of organs and systems.
- Review prefixes, suffixes, combining forms and root words
- Review structure and function of organs and systems.
- Review basic grammar, punctuation, and English usage.
- Review medical abbreviations and acronyms.
- Review AHDI style and format.
- Review healthcare record, medicolegal issues, risk management and regulatory requirements.

Work Expectations: The student is expected to complete all chapter quizzes, end of chapter exercises, and transcription practice exercises.

Exams - Policies & Procedures:

- The course uses quizzes/exams that do not require a proctor; the time allowed for completing exams is not limited.
- Exams can be taken at any computer with Internet access; therefore, students need to set up or select an environment conducive for testing (e.g. distraction-free area at home, a computer lab at a library, etc.).
- Students are expected to complete the course in 8 weeks or less. This means that students need to complete a MINIMUM of 3 chapters each week (24 tests in all).
- A letter grade will be awarded at the end of the course.

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.