

COURSE TITLE AND NUMBER: OAS 117 Medical Transcription

North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3 LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: OAS 117

CREDIT HOURS:

COURSE TITLE: Medical Transcription

TRANSFERABLE YES: NO: X TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: OAS115, OAS 122, OAS 224

CATALOG DESCRIPTION:

A primer in medical transcription skills. Medical specialty reports including history and physical examination, discharge summary, consultations report, operation report, radiological report and correspondence are covered. Vocabulary and research of related medical data are also included, with emphasis on accuracy, editing skills, proofreading, charting skills and an introduction to formatting. Prerequisite: OAS115, OAS 122, OAS 224.

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
 - Write and speak effectively
 - Select and use mathematical tools for problem solving and decision making
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COURSE OBJECTIVES & OUTCOMES:

- Development of ability to describe the importance of confidential nature of medical records.
- Development of ability to apply correct punctuation, spelling, grammar, symbol and number rules, capitalization, abbreviation, and word division during transcription of recorded materials.
- Development of ability to correctly use medical terms and abbreviations presented for transcription.
- Define the prefixes, combining forms, and suffixes presented.
- Identify the knowledge, skills, and abilities required of a medical transcriptionist.
- Development of ability to transcribe accurately under pressure of time using computers.
- Development of perseverance, concentration, critical thinking, problem solving and self-confidence.
- Describe the content and purpose of hospital based reports and two outpatient reports.

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- Acquire the habit of efficient use of appropriate reference materials when needed.
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METHODS OF INSTRUCTION: Lecture, hands on computer assignments, lab time

METHODS OF EVALUATION:

Points will be earned on

Transcription of medical reports: Cases & Quizzes	50%
Transcription Tests	50%

REQUIRED TEXTS:

HILLCREST MEDICAL CENTER, Beginning Medical Transcription Course, Novak and Ireland, Fifth Edition, South-Western Publishing, 1999.

Two 3 1/2" high density diskettes, green pen or pencil
Three standard File Folders 8 1/2 x 11, 1/3 cut tab

OPTIONAL SUPPLEMENTARY MATERIALS:

Medical and English Dictionary, Dorland's Medical Speller, Quick Look Drug Book, Style Guide for Medical Transcription and Reference Manual all optional

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic	Case assignment
1	Introduction/Orientation	
2	Reproductive System	Case 1
3	Quiz, Case 1 proofread, Musculoskeletal System	Case 2
4	Quiz, Case 2 proofread, Cardiovascular System	Case 3
5	Quiz, Case 3 proofread, Integumentary System	Case 4
6	Quiz, Case 4 proofread, Urinary System Test 1	Case 5
7	Quiz, Case 5 proofread, Nervous System	Case 6
8	Quiz, Case 6 proofread, Digestive System, Test 2	Case 7
9	Quiz, Case 7 proofread, Endocrine System, Test 3	Case 8
10	Quiz, Case 8 proofread , Test 4	
11	Review Test 4, Dietary system	
12	Lymphatic System	Case 9
13	Quiz, Case 9 proofread, Respiratory System, Test 5	Case 10
14	Continue Case 10, Test 6	
15	Quiz, Proofread Case 10. Test 7, Quali-Care Clinic I	
16	Proofread, Transcription Test 8, Quali-Care Clinic II	

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____