

COURSE TITLE AND NUMBER: OAS 217 Master.doc

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised February 2004

DIVISION/AREA: Business and Technology

DEPARTMENT:

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

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.80

COURSE NUMBER: OAS 217

CREDIT HOURS: 3.0

COURSE TITLE: Medical Transcription II

TRANSFERABLE YES: NO: TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: OAS 116, OAS 117, OAS 122, OAS 224

CATALOG DESCRIPTION:

This course expands the transcription skills by the use of dictation in specialty areas of medicine including dictation by professionals who speak English as their second language. Because the course materials to be transcribed are dictated by physicians and/or medical practitioners in realistic settings, the students become accustomed to transcribing dictation that is very similar to that encountered on the job. Students further develop skills in efficient usage of reference materials and medical terminology. Critical thinking/decision making and in-depth proofreading/editing activities are stressed. Prerequisites: OAS 116, OAS 117, OAS 122, and OAS 224.

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
 - Write and speak effectively
 - Independently acquire knowledge
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COURSE OBJECTIVES & OUTCOMES:

- Apply knowledge of medical terminology, English grammar, punctuation, and spelling rules to the transcription of medical dictation from physicians with various ethnic backgrounds
- Transcribe accurately dictation from 18 medical specialties
- Transcribe letters, information for a white paper, progress notes from a clinic setting, and other medical reports correctly
- Format reports according to AAMT guidelines
- Proofread and edit reports meticulously
- Identify and evaluate inconsistencies and/or inaccuracies in dictation and edit and revise them accurately while retaining the meaning of the dictation
- Research and/or verify patient information for accuracy

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- Apply research skills to appropriate situations
 - Use appropriate reference materials efficiently for accurate completion of reports
 - Apply pertinent medicolegal policies and procedures when necessary in the transcription process.
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METHODS OF INSTRUCTION:

- Lectures
 - In class exercises
 - Homework assignments
 - Projects
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METHODS OF EVALUATION:

- Participation
 - Lab exercises
 - Homework
 - Quizzes
 - Exams
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REQUIRED TEXTS:

Advanced Medical Transcription
Prentice Hall, 2002
0-13-094086-0

OPTIONAL SUPPLEMENTARY MATERIALS:

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.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Chapter	Topic
1	Chapter 2, 3	Diagnostic Imaging/Interventional Radiology Oncology
2	Chapter 4, 5	Cardiology Hematology/Infectious Diseases
3	Chapter 6	General Surgery
4	Chapter 7	Plastic Surgery
5	Chapter 8	Dentistry/Oral Surgery
6	Chapter 9	Orthopedics
7	Chapter 10	Neurology/Neurosurgery
8	Chapter 11	Psychiatry
9	Chapter 12	Urology/Nephrology
10	Chapter 13	Obstetrics/Gynecology
11	Chapter 14	Pediatrics/Neonatology
12	Chapter 15	Otorhinolaryngology
13	Chapter 16	Ophthalmology
14	Chapter 17	Respiratory/Pulmonary Medicine
15	Chapter 18	Gastroenterology
16	Chapter 19	Pathology FINAL EXAM

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____