

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**MEDICAL TRANSCRIPTION  
OST 2935**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Spring 05**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

Transcription of medical communications from voice dictation using computers and transcribers. Terminology and document formats are emphasized.

**Entry Level Standards:**

Students should be able to read, write, and spell at the college level.

**Prerequisites:**

OST 1005 and OST 1105 and OST 2920

**Textbook(s) and Other Course Materials:**

1. Medical Dictionary not more than five years old—continue to use the same one purchased for previous courses.
  2. *Medical Transcription: Fundamentals and Practice* by Linda Campbell, 2nd Ed, Health Prof. Institute, 2000, required.
  3. Two 1.44 MB high-density, 3.5" diskettes or a 32 MB or larger portable USB Jump or Flash drive.
  4. Either one of the following:
    - a. *Medical Transcription Guide*, by Marilyn Fordney and Marcy Diehl, W.B. Saunders Company, 1999, 2nd Edition.
    - b. *AAMT Book of Style for Medical Transcription*, by Tessier, 2002.
- Recommended: At least one current drug reference:
1. *Saunders Pharmaceutical Word Book, 2004*, by Drake, W.B. Saunders Company.
  2. *Prentice Hall Health Professionals Drug Guide, 2003*, by Shannon, Prentice Hall Publisher.
- PDR (Physician's Desk Reference)*. This is an annual publication so you can frequently get last year's edition for a much lower cost than the current edition.

**I. Week/Unit/Topic Basis:**

Week	Topic
1	Introduction to Course Chapter 1: Medical Fundamentals Chapter 2: Perspectives on Medical Transcription Using the Reference Materials Working With Medical Records
2	Report Format Review Working with Transcription Equipment Chapter 4: Dermatology Tape 1A

3	Chapter 5: Urology Reports 1B and 2A
4	Chapter 6: Gastroenterology Tape 3A and 3B
5	Chapter 7: Cardiology Tapes 4A, 4B, and 5A
6	Chapter 8: Pulmonary Medicine Tape 5B
7	Chapter 9: Endocrinology Tape 6A
8	Chapter 10: Orthopedics Tape 6B and 7A
9	Chapter 11: Obstetrics and Gynecology Tape 7B and 8A
10	Chapter 12: Otorhinolaryngology Tape 8B
11	Chapter 13: Ophthalmology Tape 9A
12	Chapter 14: Neurology Chapter 15: Psychiatry Tape 9B, 10A, and 10B
13	Chapter 16: Pathology Tape 11A and 11B
14	Chapter 17: Radiology Tape 12A and 12B
15	Final Timed Medical Transcription Test

## II. Course Objectives\*:

- A. Demonstrate a general knowledge of and the ability to operate designated dictation, transcription, and word processing equipment. I, III
- B. Transcribe medical dictation to provide a permanent record of patient care. II, VIII
- C. Demonstrate the ability to use English grammar, spelling, style references, and other resources. IV, X

\*Roman numerals after course objectives reference goals of the OST program.

## III. Instructional Processes\*:

Students will:

- 1. Initiate a personal library of reference material including medical dictionaries, common abbreviates/eponyms which will allow accurate and timely interpretation of the medical terms necessary for effective communication (both verbal and written) in a medical environment. *Personal Development Outcome*
- 2. Solve medical terminology problems in a simulated real world environment like a

medical office or affiliated health care practice to allow accurate and efficient communication. *Problem Solving and Decision Making Outcome, Transitional Strategies*

3. Research the Internet to find the latest technologies used in medical fields and to relate this to medical terminology employed in the Health Care environment. *Information Literacy Outcome, Technological Literacy Outcome*
4. Access Pellissippi State User Account to find library resources pertaining to the specific medical applications, and evaluate these resources with particular reference to the terminology used. *Information Literacy Outcome*
5. Use independently gathered material and oral presentation skills to review specific medical specialty topics with special emphasis on the terminology used, the tests ordered, the abbreviations employed, and the medical diagnoses most frequently employed for that specialty. *Communication Outcome, Information Literacy Outcome, Active Learning Strategy*
6. Use teamwork to accomplish group projects using medical case history studies. *Problem Solving and Decision Making Outcome, Active Learning Strategies*
7. Learn to use a computer software package to learn correct spelling, usage, and definitions for medical terminology. Practice communication skills by use of E-Mail to other students and to communicate with the lead instructor. *Technological Literacy Outcome*
8. Internalize the work ethic by regularly attending class, being punctual, dependable, cooperating with the teacher and other classmates, contributing to class discussions and projects, and acting in a professional manner while in class. *Personal Development Outcome*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

#### **IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

1. Identify and use properly the different parts of machine transcription equipment. A
2. Describe the difference between a centralized and decentralized system of transcription equipment. A
3. •Identify and use properly the different parts of machine dictation equipment. A
4. Identify optional features on machine dictation and transcription equipment. A
5. Display the proper listening techniques for both transcription and dictation. B
6. Operate machine transcription equipment properly by keying continuously while listening in thought units. B
7. Apply knowledge of medical terminology, anatomy and physiology to the transcription and proofreading of medical dictation from originators with various accents, dialects, and dictation styles. B
8. Recognize, interpret, and evaluate inconsistencies, discrepancies, and inaccuracies in medical dictation, and appropriately edit, revise, and clarify them without altering the meaning of the dictation or changing the dictator's style. B
9. Organize work properly for the transcription process by displaying the proper desk arrangement, machine setup, and time schedule. B

10. Clarify dictation which is unclear or incomplete, seeking assistance as necessary. B
11. Identify and use properly medical reference materials that are available to transcribers to facilitate the accuracy, clarity, and completeness of reports. C
12. Refer to reference texts, if necessary, to use correct punctuation marks and capitalization rules in transcription. C
13. Refer to reference texts, if necessary, to properly construct sentences using complete sentences, subject-verb agreement, and proper tense. C
14. Identify and properly spell medical vocabulary used in different medical practices. C
15. Identify and correctly use the rules of word division. C

\*Letters after performance expectations reference the course objectives listed above.

## V. Evaluation:

### A. Testing Procedures: 50% of grade

Two transcription tests will be given--one at midterm and one at the end of the semester. Because productivity in the medical environment is based on two criteria: quantity of work and quality of work, the student will be graded for both speed and accuracy of transcripts at midterm and final.

### B. Laboratory Expectations: 50% of grade

30% = homework; 20% = timed writings  
Selected transcripts will be graded using the following scales.

A = 0-1 errors/page

B = 2-3 errors/page

C = 4 errors/page

D = 5 errors/page

F = 6+ errors/page

Transcripts will be graded on grammar, punctuation, medical document style, spelling, word division, medical correctness and other language arts skills as they relate to medical terminology.

### C. Field Work:

Pop quizzes and/or announced quizzes may also be given over medical terms, medical references, spelling, procedures, and abbreviations.

### D. Other Evaluation Methods:

N/A

### E. Grading Scale:

A 93-100

B+ 90-92

B 85-89

C+ 80-84

C 75-79

- D 70-74
- F 69 and below

In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated.

## **VI. Policies:**

### **A. Attendance Policy:**

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.]

Regular attendance is required to receive veteran's benefit pay. Instructors are required to report non-attendance to the Veterans Affairs Office which reports non-attendance to the Veterans Administration Regional Office. Payments are adjusted or canceled if attendance is not regular.

### **B. Academic Dishonesty:**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

### **C. Accommodations for disabilities:**

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

### **D. Other Policies:**

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.