

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**TRENDS IN MEDICAL TRANSCRIPTION  
OST 2932**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Fall 09**

**Catalog Course Description:**

This course is an introduction to the profession of medical transcriptionist and will explore current issues and trends in the medical transcription field. In addition, an introduction to medical transcribing with an emphasis on report formatting, grammar, and editing is included.

**Entry Level Standards:**

Students should be able to read, write, and spell at the college level. Students must have a typing speed of 28 WPM minimum as evidenced on a 5-minuted timed writing test.

**Prerequisites:**

OST 1005 and OST 2910

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

**Required:**

1. Medical Dictionary not more than five years old—continue to use the same one purchased for previous courses.
2. *Medical Transcription: Techniques and Procedures* by Marcy O. Diehl, 6th ed., Saunders Elsevier, 2007, ISBN: 1-4160-2347-X.
3. *AAMT Book of Style for Medical Transcription* by Tessier, 2nd ed., Lippencott Williams & Wilkins, 2002, ISBN: 0-9352-2938-8
4. *The AAMT Book of Style Student Workbook: Practical Applications and Assessment* by Lea M. Sims, Lippencott Williams & Wilkins, 2007, ISBN: 0-7817-6001-1.
5. Transcriptionist headset with USB attachment.
6. Two 1.44 MB high-density, 3.5" diskettes or a 32 MB or larger portable USB Jump or Flash drive.

**Recommended:** At least one current drug reference:

1. *Saunders Pharmaceutical Word Book*, 2008, by Drake and Drake, W.B. Saunders Company.
2. *Prentice Hall Health Professionals Drug Guide*, 2007-2008, by Shannon, Wilson, Shields, and Stang; Prentice Hall Publisher.
3. *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:**

<b>Week</b>	<b>Topic</b>
1	Course Introduction The role of the medical transcriptionist
2	Legal and ethical issues in medical transcription HIPPA regulations
3	Professional organizations, CMT certification
4	Medical transcription technology - Digital software, transcribers, word expanders, voice recognition software
5	Medical transcription technology (continued) - Digital software, transcribers, word expanders, voice recognition software
6	Using Reference Materials, Critical Thinking
7	Editing and Proofreading, Preparing to transcribe
8	Medical Report Formatting, Transcription practice
9	Medical Report Formatting, Transcription practice
10	Grammar review, Transcription practice
11	Grammar review, Transcription practice
12	Punctuation review, Transcription practice
13	Punctuation review, Transcription practice
14	Establishing your career
15	Final Exam

## **II. Course Objectives\*:**

- A. Demonstrate a general knowledge of the role of the medical transcriptionist in today's health care environment. (III, XI)
- B. Demonstrate an understanding of legal and ethical issues and the requirements of HIPPA as related to the profession of medical transcription. (III, XI)
- C. Demonstrate an understanding of various technologies used by medical transcriptionist, including word expanders, digital transcribing software, voice recognition software, medical electronic dictionaries and spell check software, etc. (I, III)
- D. Demonstrate the ability to use English grammar, spelling, and medical terminology in a medical setting applying the AAMT guidelines. (III, IV, IX)
- E. Demonstrate the ability to proofread and edit medical reports produced by manual transcription and voice recognition software. (IX)
- F. Demonstrate the ability to use various reference materials. (V, XII)

- G. Transcribe medical dictation to provide a permanent record of patient care. (I, VII)

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

### **III. Instructional Processes\*:**

Students will:

1. 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. *Technological Literacy Outcome*
2. 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. *Technological Literacy Outcome*
3. Use independently gathered material and 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, Technological Literacy Outcome*
4. Use E-mail to communicate with your instructor and other www-classmates to discuss and resolve transcription issues. *Active Learning Strategies*
5. Learn to use a computer software package to practice correct spelling, usage, and definitions for medical terminology. *Technological Literacy Outcome*

\*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work 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. Describe the role of and current trends in the medical transcription profession (A)
2. Describe legal and ethical issues in the medical transcription field. (B)
3. Display an understanding of the privacy issues presented by HIPPA regulations. (B)
4. Describe and demonstrate the use of various technologies utilized in the medical transcription profession. (C)
5. Demonstrate an understanding of the importance of industry certification and the benefits associated with various professional organizations. (A)
6. Review job opportunities for medical transcriptionists. (A)
7. Demonstrate critical thinking techniques. (D, E, F)
8. Demonstrate appropriate use of medical references and Internet research sites. (F)
9. Demonstrate the correct use of medical terminology, English grammar, and punctuation skills in the production of medical reports. (D, E, G)
10. Display an ability to edit and proofread manually prepared and voice-recognition-software-

prepared medical reports. (D, E, G)

11. Demonstrate the proper use of various medical transcription equipment, including transcribers, foot pedals, digital software, and word expanders. (C, G)
12. Display the ability to transcribe medical dictation to provide a permanent record of patient care. (G)

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

## **V. Evaluation:**

### A. Testing Procedures: 70%

Testing will consist of written theory exams and transcription tests.

### B. Laboratory Expectations:

N/A

### C. Field Work:

N/A

### D. Other Evaluation Methods:

1. Homework: 10%
2. Terminology/grammar/spelling quizzes: 10%
3. Research projects: 10%

### E. Grading Scale:

93-100	A
90-92	B+
85-89	B
80-84	C+
75-79	C
70-74	D
69 and below	F

## **VI. Policies:**

### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (*Pellissippi State Online Catalog*)

### 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. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

D. Other Policies:

COMPUTER USAGE GUIDELINES:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)