

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**MEDICAL TRANSCRIPTION
OST 2935**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 2010

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Transcription of medical communications from voice dictation using digital transcription software. Terminology and document formats are emphasized.

Entry Level Standards:

Students should be able to read, write, and spell at the college level. It is recommended that students have a typing speed of 40 WPM minimum as evidenced on a 5-minuted timed writing test.

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* by Blanche Ettinger and Alice G. Ettinger, 3rd Ed, textbook, dictation CD, and document checker, EMCParadigm Publishing Inc., 2009. ISBN: 9780763834371. Required.
3. Two 1.44 MB high-density, 3.5" diskettes, one CD-ROM-RW disc, or a 32 MB or larger portable USB Jump or Flash drive.
4. Transcription head set

Recommended:

1. *AAMT Book of Style for Medical Transcription*, by Tessier, 2nd edition, American Association for Medical Transcription, 2002.
2. 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:

Week	Topic
1	Course Introduction Chapter 1: The World of Medical Transcription Appendix B: Medical Transcriptionist Job Search
2	Chapter 2: Medical Terminology Review

	Chapter 3: Perfecting Your Editing Skills
3	Chapter 4: Dermatology
4	Chapter 5: Ophthalmology
5	Chapter 6: Otorhinolaryngology (ENT)
6	Chapter 7: Pulmonology
7	Chapter 8: Cardiology
8	Chapter 9: Gastroenterology
9	Chapter 10: Obstetrics and Gynecology
10	Chapter 11: Urology and Nephrology
11	Chapter 12: Orthopedics
12	Chapter 13: Neurology
13	Chapter 14: Hematology - Oncology
14	Chapter 15: Immunology
15	Final Exam

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, medical terminology, style references, and other resources in a medical setting applying the AAMT guidelines. IV, X

*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 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, B)
2. Describe the difference between a centralized and decentralized system of transcription equipment. A
3. Optimize the use of a digital transcriber by changing the speed and/or pitch of the dictation to better understand difficult dictation (fast, foreign accents, background noise). (A, B)
4. Display the proper listening techniques for both transcription and dictation. (A, B)
5. Operate machine transcription equipment properly by keying continuously while listening in thought units. (A, B)
6. 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, C)
7. 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, C)
8. Clarify dictation which is unclear or incomplete, seeking assistance as necessary. (B, C)
9. Identify and use properly medical reference materials that are available to transcribers to facilitate the accuracy, clarity, and completeness of reports. (B, C)
10. Refer to reference texts, if necessary, to use correct punctuation marks and capitalization rules in transcription. (B, C)
11. Refer to reference texts, if necessary, to properly construct sentences using complete sentences, subject-verb agreement, and proper tense. (B, C)
12. Identify and properly spell medical vocabulary used in different medical practices. (B, C)
13. Identify and correctly use the rules of word division. (B, C)
14. Locate specific Internet sites to help medical transcribers answer questions about medical terms. (C)
15. Use the AHDI online information site to solve problems identifying the correct use and spelling of medical terms. (C)

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

V. Evaluation:

A. Testing Procedures: 50% of grade

Two timed chapter transcription tests: 15% each

Timed transcription final exam: 20%

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.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

Homework: 10%

Terminology/grammar/punctuation quizzes: 20%

Transcription of medical reports: 20%

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

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

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.] (*Pellissippi State Online Catalog*)

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. (*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/.

D. Other Policies:

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.

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

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*)