

COURSE SYLLABUS

COURSE: OFFICE SCIENCE 2233 – MEDICAL TRANSCRIPTION
INSTRUCTOR: Kim Tollett
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I. COURSE DESCRIPTION:

A course designed for students who plan careers as medical or dental secretaries. The course will stress medical terminology in the medical office. Major emphasis will be on the transcription of medical correspondence and reports from dictation.

Prerequisites: Office Science 2123 or concurrent enrollment and Office Science 2133: Credit: 3 hours

II. REQUIRED TEXTBOOK:

Medical Office Transcription 2nd Edition, Becklin/Sunnarborg, McGraw-Hill.

AMERICAN MEDICAL RECORD ASSOCIATION MEDICAL TRANSCRIPTION COURSE, PART I, reproduced by Western Tape.

Tapes accompanying the text are provided.

III. COURSE OBJECTIVES:

- A. To train successful medical transcriptionists for clinics, hospitals, and medical centers.
- B. To make students aware of medical terminology and language.
- C. To help students develop basic transcription techniques.
- D. To make students aware of the legal and ethical obligations involved in a position as a medical transcriber.
- E. To teach students how to pronounce medical terms, learn alternate spellings, and know definitions of medical terms.
- F. To teach students who write shorthand the basic medical terms in Gregg shorthand.
- G. To help students become familiar with the various types of medical reports and records.
- H. To provide students with knowledge of how and when to use medical dictionaries, spelling guides, and other standard reference works.
- I. To develop the discipline to complete work without constant supervision.

IV. TEACHING FORMAT:

Medical transcription is taught on microcomputers. Students must have taken Medical Terminology in order to transcribe the dictation and must be familiar with word processing equipment. The course will be self-paced and each student will receive an assignment sheet so that they will know what assignments will be required. Units to be covered are: History and Physical, Radiology, Operations, Pathology, and Discharge Summaries. The most unique feature of this course is its learn-by-doing approach. The student will begin transcribing complex medical reports almost immediately and will be able to check the work for errors as soon as the work has been completed. Each study unit is both an introduction to new material and a review of material that may have already been learned.

EVALUATION TECHNIQUES:

- V.** Each lesson will be graded on accuracy of content, spelling, punctuation, word division, and format. Each assignment given will be due the following week (Wednesday). Student may hand the work in to Mrs. Tollett in room 107 or her office which is located in the library. Student may also put the work in Mrs. Tollett's mailbox in the coordinator's office. **WORK MUST BE HANDED IN WEEKLY.** You may finish this course as quickly as you like.

VI. ATTENDANCE POLICY:

This is a self-paced course. Since we do not meet every week, it is the responsibility of each student to complete and turn in the assignments.

VII. STATEMENT:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1990. Students with disabilities who need special accommodations would make their request in the following way:

- Talk with your instructor after class or during hours about your disability of special needs related to work in class.
- Complete the Request for Special Accommodations form with the student Support Services Coordinator/ADA Coordinator.

Assignments

January 18 th	Discuss class procedures, syllabus, assignments Page 7 of textbook – certification Follow the examples on pages 23 – 26 for the layout of your dictation.
January 25 th	Ex 1.1 – 1.3 pg. 11 - 12
February 1 st	Ex 2.1 – 2.6 pg. 31 - 36 Chapter two transcription pg. 37
February 8 th	Ex 3.1 – 3.5 pg. 47 – 50 Chapter three transcription pg. 51
February 15 th	Ex 4.1 – 4.5 pg. 63 – 65 Chapter four transcription pg. 67
February 22 nd	Lab – all back work MUST be handed in next Wednesday, March 1 st . Will not be accepted after that date.
March 1 st	Ex 5.1 – 5.7 pg. 79 – 82 Chapter five transcription pg. 83
March 8 th	Ex 6.1 – 6.6 pg. 95 – 98 Chapter six transcription pg. 99
March 15 th	Spring Break!
March 22 nd	Ex 7.1 – 7.3 pg. 109 – 110 Chapter seven transcription pg. 111
March 29 th	Ex 8.1 – 8.4 pg. 123 -125 Chapter eight transcription pg. 127
April 5 th	Ex 9.1 – 9.4 pg. 139 – 142 Chapter nine transcription pg. 143
April 12 th	Ex 10.1 – 10.4 pg. 157 – 160 Chapter ten transcription pg. 161
April 19 th	Ex 11.1 – 11.4 pg. 175 – 178 Chapter eleven transcription pg. 179
April 26 th	Chapter twelve transcription pg. 182
May 3 rd	All work is due on this day! No late work will be accepted after this date.

