



Medical Transcription I (MRMT 1307)

Credits: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisites: POFT 1301, POFT 1329, POFI 2301, HITT 1305, & HITT 1401

Course Description

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy

This is a capstone class for the Certificate of Completion in Medical Office Records. Students must take the WorkKeys™ Test. You need to make an appointment in the Testing Center before the semester ends. The capstone course is an opportunity for you to demonstrate that you have achieved the goals for learning established by LIT and the Office Technology Program.

Textbook and Materials (furnished by students)

- Introduction to Medical Transcription, 3rd edition. K. J. Becklin & E. M. Sinnarborg. New York: Glencoe-McGraw Hill. 2007. ISBN #0073259365
- English dictionary
- Medical terminology dictionary
- Flash drive
- Binder with paper
- Folder with pockets
- Red ink pen for proofreading

Course Objectives

Upon completion of this course, the student will be able to

- 1) Explain the importance of confidentiality in medical records. (SCANS: C4, C5, C6, C7, C9, C11, F1, F2, F5, F6, F8, F9, F12, F13, F17)
- 2) Describe the purpose and content of medical records. (SCANS: C5, C6, C7, F5, F6, F7, F10, F12, F17)
- 3) Transcribe physician dictation. (SCAN : C1, C14, C18, C19, C20, F1, F2, F3, F5, F9, F10, F12, F13, F17)
- 4) Utilize excellent proofreading and editing skills. (SCANS skills C5, C6, C7, C8, F1, F2, F5, F12, F16)
- 5) Increase speed and productivity. (SCANS: C5, C6, C7, C8, F1, F2, F3, F5, F11, F12, F14, F16)
- 6) Recognize the spelling and definitions of the medical terminology and abbreviations used in various medical specialties. (SCANS: C5, C6, C7, C9, F1, F2, F5)

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- 7) Recognize the format of medical documents and reports dictated in physicians' offices, hospitals, and various other ancillary and support facilities. (SCANS: C5, C6, C7, C8, C9, F1, F2, F5, F8, F9, F11, F12)
- 8) Examine layout and design, proofread, and revise documents to produce a professional business documents. (SCANS: C1, C5, C6, C8, F1, F2, F5, F6, F7, F8, F9, F10, F11, F12, F13, F16)
- 9) Value the effective human relations and communication in a professional working environment. (SCANS: C7, C9, C14, F13, F15, F16, F17)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991, the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

- I. Skill Development
 - a. Speed and errors evaluation
 - b. Review of proofreader's marks
- II. English Review
 - a. Diagnostic exercises
 - b. Punctuation
 - c. Words that look and sound alike
- III. Document Formatting Review
 - a. Letters
 - b. Memorandums
 - c. Reference manuals
 - d. Format for medical documents
- IV. Medical Abbreviations
 - a. Abbreviations for weights and measures
 - b. Abbreviations designating times and methods

A. Abbreviations related to chart notes
- V. Drug Classification
- VI. Laboratory
- VII. Code of Ethics
- VIII. Transcription Process
- IX. Transcription Guidelines
 - A. Basic medical transcription guidelines
 1. Commas
 2. Semicolons
 3. Colon
 4. Capital letters

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- 5. Hyphen
- 6. Special abbreviations in transcription
- 7. Use of numbers
- 8. Use of symbols
- X. Operating a Transcribing Machine
- XI. Transcription Modules
 - B. Patient's Medical Record
 - C. The Integumentary System
 - D. The Respiratory System
 - E. The Cardiovascular System
 - F. The Digestive System
 - G. The Endocrine System
 - H. The Urinary System
 - I. The Reproductive System and Obstetrics
 - J. The Musculoskeletal System
 - K. The Nervous System

This course is designed to simulate medical transcription practices used in the healthcare environment. The lecture portion of the course will focus on skills necessary in the field of medical transcription such punctuation, review of medical terminology, and formatting documents. Using the transcription units, computer, and dictation tapes, the student will apply what they have learned in previous courses.

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Daily Work	35%
Quizzes, Exercises, and Assignments	20%
Practical Tests	30%
Attendance	5%
Final Exam (no make-up)	15%

A grade of "C" or better must be earned in this course for credit toward degree requirements.

Classroom Procedure

1. First 15-20 minutes of each class: Warm-up lines and/or timed writings, presentation of lesson, lecture.
2. Remainder of class: Skill development, grammar and punctuation exercises, and/or discussion of homework.

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3. Transcription.

NOTE: Document transcription is the main goal of this course. **Speed** and **accuracy** are important skills to produce timely documents, especially as a transcriptionist. Practice outside the class is highly recommended to continue developing your skill because the class time is not enough for this activity.

Course Requirements:

1. Class work collected daily.
2. Complete WorkKeys Tests.

*Blackboard™ maybe used for quizzes, calendar, communication, etc.

Course Policies

1. No food, drinks, or use of tobacco products in classrooms and labs .
2. Cell phones, headphones, and any other electronic/music devices must be turned off while in classrooms and labs.
3. Do not bring children to class.
4. Do not walk out of class early without talking to the instructor before the class begins.
5. On exam day, all desks **MUST** be clear except for exam materials. All purses, backpacks, notebooks, etc., should be stored under the desks, including **CELL PHONES**.
6. Makeup exams will not be given, unless arranged for in advance. If student misses an exam (including the final) for any reason, without making arrangements with the instructor prior to the exam, the student will receive a zero on that exam.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If student stops coming to class and fails to drop the course, the student will earn an 'F' in the course.
8. Attendance is expected and required.
9. More policies that are specific will be given the first day of class.

***These policies will be revised every semester.**

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit her office located in the Cecil Beeson Building, Room 116B.

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Course Schedule

Week	Topic	Reference
1	Introduction to the course, read syllabus and classroom rules. Review proofreader's marks. Diagnostic examination, timed writings of 5', & punctuation	*Purchase textbook, flash drive, and supplies
	Chapter 1: Introduction to Medical Transcription	*Review & study medical specialties & subspecialties. *Read Appendix A (punctuation) *Do Ex. 1.1, pg. 11. (photocopy)
2	Watch DVD "Skills and Procedures for Medical Assistants" English Review, skill development	*Review & study punctuation rules and exercises.
	English Review Words that sound or look alike. Commonly misspelled words	*Review & study discussed words
3	Document Formatting Review	* Read & study Appendix B (abbreviations) Study: Word that look and sound alike for quiz.
	Skill development Chapter 2: The Patient's Medical Record	*Read & study Appendix C & D (Drug Classification & Lab Tests) Assignment: Read Chapter 2. *Do Ex. 2.1- 2.6, Pages 28-33.
4	TRANSCRIPTION MODULES Chapter 2: Transcription	Study: Appendix (abbr.) QUIZ Assign-Read Chapter 3, pp 35-48 Do Exs 3.1-3.5
	Chapter 3: The Integumentary System	Review Appendices A & B Review chapter concepts. Assign: Review Module.
5	Chapter 3: Transcription	Assig: Read Chapter 4. Do Exs. 4.1-4.5
	Chapter 4: The Respiratory System	*Study for the test.
6	TRANSCRIPTION TEST 1 CHAPTERS 1-4	Assign: Read Pgs. 67-84. Do Exs. 5.1-5.7
7	Chapter 5: The Cardiovascular System	Assign: Review concepts Chapter 5.
	Chapter 5: Transcription	Read Chapter 6. Do Exs. 6.1-6.6
8	Chapter 6: The Digestive System	Review concepts chapter 6. *Read pages 85-94
	Chapter 6: Transcription	*Review chapter concepts. Do Exs. 7.1-7.3. *Read pages 101-108
9	Chapter 7: The Endocrine System Chapter 7: Transcription	Review concepts Chapter 7. *Study for the test.
10	TRANSCRIPTION TEST 2 CHAPTERS 5-7	*Read Chapter 8, pages 113-121. Do Exs. 8.1-8.4.
	Chapter 8: The Urinary System	*Review chapter concepts
11	Chapter 8: Transcription	*Read Chapter 9, pp 129-138. Do Exs. 9.1-9.4.

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12	Chapter 9: The Reproductive System and Obstetrics	*Review chapter concepts
	Chapter 9: Transcription	*Study for the test.
13	TRANSCRIPTION TEST 3 CHAPTERS 8 & 9	*Read Chapter 10, pp 147-164. Do Exs. 10.1-10.4.
	Chapter 10: The Musculoskeletal System	*Review chapter concepts.
14	Chapter 10: Transcription	*Read Chapter 11, pp 165-181. Do Exs. 11.1-11.4.
	Chapter 11: The Nervous System	*Study for the test.
15	Chapter 11: Transcription	
	TRANSCRIPTION TEST 4 CHAPTERS 10 & 11	*Study for the final exam.
16	Catch up day.	
	FINAL EXAM	