

# NORTHEASTERN TECHNICAL COLLEGE

## COURSE OUTLINE

	Effective Date	Next Review Date
<b>COURSE: PREFIX NO. DATE:</b>		
AOT 122	January 2012	January 2013
	CREDITS	CONTACTS
		CLASS - LAB - TOTAL
<b>TITLE: Medical Transcription I</b>	3	0 3

**Prerequisites:** AOT 110 with a grade of "C" or better.

**Description:** AOT 122 provides experience in transcribing medical documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of medical documents.



**Textbook(s) or Alternative:**

Hillcrest Medical Center, Beginning Medical Transcription, Seventh Edition, by Patricia A. Ireland and Carolyn K. Stein. Published by Delmar, Cengage Learning, 2011.

**Materials (specifying those to be purchased by student):**

Students must purchase the following:

- Textbook
- USB 2.0 Flash Drive 128MB for saving files/assignments
- Headphones for listening to the transcription files on the CD



**Collateral Reading:**

None

**Class Management Activities (Attendance, tardies, testing, etc.):**

See Class/Course Policies

**Resources (A-V, persons, tools/equipment):**

- Dictionary
- Secretarial Reference Manuals
- Typing Textbook for Reference

**All of the above items must remain in the classroom.**

**Course Topical Outline (List topics and sub-topics of course)  
and Calendar of approximate length of time devoted to topic.**

Section 1 - Introduction

Welcome to Hillcrest Medical Center  
Association for Healthcare Documentation Integrity (AHDI)  
Understanding Medical Records

Section 2 - Model Report Forms

Section 3 - References

Transcription for Hillcrest Medical Center and Quali-Care  
Clinic  
CMTips  
Report Formatting Guidelines  
The Future of Medical Transcription  
Understanding Medical Terminology  
Doctors' and Other Professional Names Used in Hillcrest  
and Quali-Care Clinic  
Skill Building Report Log

Section 4 - Case Studies

Section 5 - Quali-Care Clinic

Welcome to Quali-Care Clinic

Section 6 - Expand Your Knowledge

Appendix

Bibliography

Index

**On the back or as attachments, please include other helpful  
information, such as syllabus, handouts, evaluation instruments  
(tests, demonstration, check sheets), bibliography for  
Instructional Division files.**

See attachments/handouts

**Student Learning Outcomes:**

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

1. Illustrate and explain the content and purpose of chart notes, history and physical examination reports, letters, x-ray reports, and consultations.
2. Use reference resources.
3. Transcribe medical reports using correct capitalization, numbers, punctuation, abbreviations, symbols, and metric measurement rules according to *The AAMT Book of Style for Medical Transcription*.
4. Correctly spell the English and medical terms and abbreviations presented in the dictation tapes and textbook.
5. Produce correct and accurate medical transcription reports within given time constraints.
6. Proofread and edit medical documents.
7. Demonstrate critical thinking and decision-making skills.

Students should strive to produce mailable documents.

**Mailable documents:**

- ❖ Have no spelling errors
- ❖ Have no punctuation errors
- ❖ Have no grammatical errors
- ❖ Contain accurate and complete information
- ❖ Follow the originator's directions
- ❖ Have no incorrect word usage
- ❖ Have no typographical errors
- ❖ Have no word division errors
- ❖ Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations, reference initials.)

**Instructional Methods to Complete Outcomes:**

Students should read the information in the textbook for each particular case study, report, or correspondence they're working on before transcribing the particular document. They should study the terms used and correct format before transcribing the documents. Students will complete the Case Studies for Hillcrest Medical Center and Outpatient Reports for Quali-Care Clinic.

**NOTE: Students will format all documents on the computer using Microsoft Word 2010 software. No document will be accepted that's been done in Word 2010. This will enable students to get more practice using their word processing skills.**

Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.



**Evaluative Methods to Appraise Outcomes:**

Case studies and outpatient reports will be graded using the attached grading scale. Case studies will count as 60% of the final grade for the semester. Outpatient reports will count as 40% of the final grade for the semester.

**Lesson Format:**

Students will transcribe the assigned documents for Hillcrest Medical Center and Quali-Care Clinic. Students are to print and turn in the documents for the case studies and outpatient reports as they transcribe them. **In order for the instructor to keep you aware of your progress, you should not hold your work.**

**Grading Criteria:**

All transcripts will be graded. The student will receive a numeric grade on each document, with the grades on each individual document averaged to determine the case study grade. Case studies will count as 60% of the final grade for the semester. Each individual outpatient report will receive a numeric grade that will count 40% of the final grade for the semester.

Grading Criteria continued:

Note: As you transcribe the documents, you should strive for mailable documents. This means that your documents should not contain any errors.

One point will be deducted for each error made on all documents.

FINAL GRADE FOR THE SEMESTER WILL BE COMPUTED AS FOLLOWS:

10 Case Studies	-----	60%	93 - 100 = A
Outpatient Reports	-----	40%	85 - 92 = B
			77 - 84 = C
			70 - 76 = D
			69 or below = F

Technology Requirements:

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2010 software. All assignments must be turned at the beginning of class the following week. No assignment will be accepted past the beginning of class.

Example: Week 1 assignments due beginning of class of Week 2; Week 2 assignments due beginning of class of Week 3, etc. Students are aware of their course requirements from the first day of class and are responsible for turning their assignments in on time.

Absences:

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student should leave class early without the permission of the instructor.

Day students will meet class two days a week for one hour and fifteen minutes for fifteen weeks. Night students will meet class one night each week for two hours and forty-five minutes for fifteen weeks. Day students will be allowed to miss a maximum of six class meetings. Night students will be allowed to miss a maximum of three class meetings. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of "F".

AOT 122

Course Outline

Page 6

**Absences continued:**

There are no excused absences except those verified by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

**Tardies:**

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

**AOT 122 Course Assignments**  
**Students will transcribe only the documents listed.**

**Week 1**

Outline & Handouts  
Read Sections 1-3  
Case Study 1  
Diagnostic Imaging Report  
Pathology Report  
Discharge Summary

**Week 2**

Case Study 2  
Diagnostic Imaging Report: CT Scan  
Pathology Report  
Discharge Summary

**Week 3**

Case Study 3  
History and Physical Examination  
Operative Report  
Death Summary

**Week 4**

Case Study 4  
Diagnostic Imaging Report  
Consultation

**Week 5**

Case Study 5  
Consultation  
Discharge Summary

**Week 6**

Case Study 6  
History and Physical Examination  
Radiology Report 1 & 2  
Discharge Summary

**Week 7**

Case Study 7  
Diagnostic Imaging Report  
Operative Report

**Week 8**

Case Study 8  
Consultation  
Diagnostic Imaging Report 1 & 2  
Operative Report

**Week 9**

Case Study 9  
History and Physical Examination  
Pathology Report  
Discharge Summary

**Week 10**

Case Study 10  
Operative Report 1  
Radiology Report 1  
Discharge Summary

**Week 11**

Quali-Care Report 1A  
Quali-Care Report 2  
Quali-Care Report 4

**Week 12**

Quali-Care Report 8  
Quali-Care Report 9

**Week 13**

Quali-Care Report 12  
Quali-Care Report 13  
Quali-Care Report 16

**Week 14**

Quali-Care Report 17  
Quali-Care Report 20  
Quali-Care Report 21

**Week 15**

Quali-Care Report 23  
Quali-Care Report 24  
Quali-Care Report 25A