

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 122 - Medical Transcription I

Module 1: Introduction to Medical Transcription

Module 2: Transcribing Medical Documents

**Business Division
Administrative Office Technology
Department**

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AOT 122 - Medical Transcription I

Module 1: Introduction to Medical Transcription

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Description of Course

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.

Purpose of Course

The goals of this course are to develop transcribing speed and accuracy, gain skill in proofing and correcting documents, and increase student knowledge of medical terminology.

Description of Module 1

Students will be introduced to the transcription process and career path of a medical transcriptionist. They will cover the work environment and work quality, basic medical transcription guidelines, edit and proofing information as well as patient medical records, type of medical documents and their formats, and review medical word building. Students will transcribe various medical documents used in a medical office.



Introduction

Getting Started

In Module 1 the student will be introduced to the transcription process and career path of a medical transcriptionist. They will cover the work environment and work quality, basic medical transcription guidelines, edit and proofing information as well as patient medical records, type of medical documents and their formats, and review medical word building. Students will also transcribe various medical documents used in a medical office.

Each module must be completed in order. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Introduction to Medical Transcription	40%
Module 2: Transcribing Medical Documents	60%

Attendance Policies

Day students will be required to meet class Monday and Wednesday for one hour and fifty-two minutes each week for ten weeks. Night students will meet class for four hours one night a week for ten weeks.

Day students will be allowed to miss a maximum of **four class meetings** during the semester. Night students will be allowed to miss a maximum of **two class meetings** during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

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 towards the maximum number of absences allowed.

Students will be considered tardy if he/she arrives for class after the instructor has checked 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.

Credit Awarded

Upon satisfactory completion of **both modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 before going on to Module 2.

Students must complete the requirements for Module 1 before advancing to Module 2.

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Introduction to Medical Transcription	1 - 4	<u>Day</u> June 7, 2010	Chapter Exercises-30% Transcripts-70%

Method of Instruction

Students should read the chapter and complete the Chapter Exercises assigned in their textbook before beginning to transcribe the tape for that lesson. These exercises should be completed as homework assignments. All answers to the Chapter Exercises should be typed and turned in for grading. Completed Chapter Exercises will count as 30% of the module grade. Students will transcribe various medical documents which will count as 70% of the module grade.

Machine Transcription is an increasingly popular method of reducing the spoken word into its written form in the modern business office. Employers find that dictating is much less time consuming than writing their ideas in longhand. The advantage of the dictating machine over dictating to a secretary is one of accuracy and efficiency, for the machine is ever-present both for use and double checking the information being typed.

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 2007 software. All assignments must be turned by the module due date. No assignment will be accepted past the due date. Students turn each lesson in as it's completed; don't hold them!

Materials Required

Students must purchase the following textbook:

Essentials of Medical Transcription, A Modular Approach,
second edition by Cindy Destafano and Fran M. Federman.
Published by Saunders, an imprint of Elsevier, 2004.

Set of headphones to use when transcribing files from the CD.

USB Flash Drive for saving assignments/files.

Resources

The following items will be available for student use but must remain in the AOT Lab at all times.

Practice tapes for transcribing documents
Dictionary
Word Division Handbook
Secretarial Handbook
Medical Reference Materials

Prerequisite Skills

AOT 115 and AOT 165 with a grade of "C" or better.

Student Time Commitment

Students will be required to meet class/lab for four hours each week. Students should be aware that they might need to spend extra time in the lab to complete the necessary course assignments.

Instructor Contact Information

Instructor: Chris Smith
Office location: Room 703A
Office phone: (843) 921-6974 (if no answer, leave message on my voice mail)
E-mail address: csmith@netc.edu

Class/Office schedule is posted on office door. If the office hours listed is not convenient, please call or e-mail me for an appointment.

Documentation of Completion

Documentation will be given for completion of this module when the student has satisfactorily completed the requirements for this module (chapter exercises and practice transcripts) with a grade of 77 (C or better).

Module Competencies (expected performance outcomes, level of proficiency)

Once the student completes this module, he/she will be able to:

1. Understand 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.

Chapter 1

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to identify the skills and knowledge necessary to be a successful medical transcriptionist.
- ❖ By reading and studying the chapter material, be able to identify the personal attributes of a medical transcriptionist.
- ❖ By reading and studying the chapter material, be able to understand the career outlook and overall job environment for a medical transcriptionist.
- ❖ By reading and studying the chapter material, be able to understand the job description of the medical transcriptionist.
- ❖ By reading and studying the chapter material, be able to evaluate your own skills, knowledge, and personal attributes for a career in medical transcription.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and/or practice transcripts at the end of the chapter. Once the student completes the assignments, he/she should present them to the instructor for grading. He/she should complete the chapter exercises and have them graded before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activity
Chapter 1	3 - 10	1-1

Assessment (e.g., paper/pencil, skills) - Each chapter exercise must be completed and presented to the instructor for grading. All answers for chapter exercises should be typed and turned in before going on to the next chapter. Students will receive a numeric grade on each exercise, with the grades averaged to determine the final grade for chapter exercises. Two points will be deducted for each error found on daily transcripts. Chapter exercises will count as 30% of the module grade and transcript items will count as 70% of the module grade.

Chapter 2

Performance Objectives --

- ❖ By reading and studying the chapter material, the student will be able to list the basic information found in chart notes, history and physical examination reports, diagnostic reports, and procedure reports.
- ❖ By reading and studying the chapter material, the student will be able to identify the types of information that appear in chart notes, history and physical examination reports, consultation letters, diagnostic reports, and procedure reports.
- ❖ By reading and studying the chapter material, the student will be able to apply a statement to the correct medical report or portion of a chart note.
- ❖ By reading and studying the chapter material, the student will be able to make a template for major medical reports.
- ❖ By reading and studying the chapter material, the student will be able to format and type medical chart notes, history and physical examination reports, consultation letters, diagnostic imaging reports, and procedure reports.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and/or practice transcripts at the end of the chapter. Once the student completes the assignments, he/she should present them to the instructor for grading. He/she should complete the chapter exercises and have them graded before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities
Chapter 2	11 - 34	2-1 - 2-5

Assessment (e.g., paper/pencil, skills) - Each chapter exercise must be completed and presented to the instructor for grading. All answers for chapter exercises should be typed and turned in before going on to the next chapter. Students will receive a numeric grade on each exercise, with the grades averaged to determine the final grade for chapter exercises. Two points will be deducted for each error found on transcripts. Chapter exercises will count as 30% of the module grade and transcript items will count as 70% of the module grade.

Chapter 3**Performance Objectives --**

- ❖ By reading and studying the chapter material, the student will be able to explain the importance of accurate proofreading in medical transcription.
- ❖ By reading and studying the chapter material, the student will be able to identify common errors found in medical documents.
- ❖ By reading and studying the chapter material, the student will be able to proofread from a computer screen.
- ❖ By reading and studying the chapter material, the student will be able to improve proficiency at creating and using templates in medical documents.
- ❖ By reading and studying the chapter material, the student will be able to reinforce their spelling and keyboarding skills.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and/or practice transcripts at the end of the chapter. Once the student completes the assignments, he/she should present them to the instructor for grading. He/she should complete the chapter exercises and have them graded before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities
Chapter 3	36 - 62	3-1 - 3-6

Assessment (e.g., paper/pencil, skills) - Each chapter exercise must be completed and presented to the instructor for grading. All answers for chapter exercises should be typed and turned in before going on to the next chapter. Students will receive a numeric grade on each exercise, with the grades averaged to determine the final grade for chapter exercises. Two points will be deducted for each error found on transcripts. Chapter exercises will count as 30% of the module grade and transcript items will count as 70% of the module grade.

Chapter 4**Performance Objectives --**

- ❖ By reading and studying the chapter material, the student will understand the transcription process.
- ❖ By reading and studying the chapter material, the student will be able to operate the necessary keys on the computer to control the transcription process.
- ❖ By reading and studying the chapter material, the student will be able to use reference materials proficiently.
- ❖ By reading and studying the chapter material, the student will be able to select the appropriate reference material for a medical term.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and/or practice transcripts at the end of the chapter. Once the student completes the assignments, he/she should present them to the instructor for grading. He/she should complete the chapter exercises and have them graded before advancing to the next lesson.

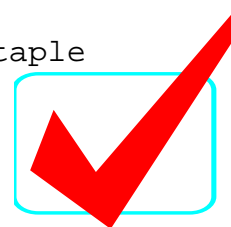
Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 4	63 - 91	4-1 - 4-2	4T-1, 4T-2, 4T-3

Assessment (e.g., paper/pencil, skills) - Each chapter exercise must be completed and presented to the instructor for grading. All answers for chapter exercises should be typed and turned in before going on to the next chapter. Students will receive a numeric grade on each exercise, with the grades averaged to determine the final grade for chapter exercises. Two points will be deducted for each error found on transcripts. Chapter exercises will count as 30% of the module grade and transcript items will count as 70% of the module grade.

How to Turn in Lessons

1. Name in upper right corner; include chapter number and exercise number.
2. Do not combine exercises/documents on the same page. **Start each exercise/document on a separate page.**
3. If you use the lab at times other than your regular class time, please fill out the sign-in sheet. **There will be a separate sign-in sheet for each individual student. You must sign-in each time you come to the lab outside of your regular scheduled class.**
4. Staple lessons in upper left corner. Do not staple different lessons together.
5. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



Evaluation of Module

Once a student completes the chapter exercises and transcribes the assigned items for this module, they may proceed to the second module.

The grade for Module 1 will be determined by the following guidelines:

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Fundamentals of Medical Transcription	1 - 4	<u>Day</u> June 7, 2010	Chapter Exercises-30% Transcripts-70%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Introduction to Medical Transcription	40%
Module 2: Transcribing Medical Documents	60%

Final grade for the course will be determined by the following grading scale:

93-100	A
85-92	B
77-84	C
70-76	D
69 or below	F