

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**

Prepared by: Chris Smith



AOT 122 - Medical Transcription I

Module 2: Transcribing Medical Documents

Table of Contents

Description of Course.....	4
Purpose of Course.....	4
Description of Module 2.....	4
Introduction.....	5
Getting Started.....	5
Attendance Policies.....	5
Credit Awarded.....	6
Method of Instruction.....	6
Technology Requirements.....	6
Materials Required.....	7
Resources.....	7
Prerequisite Skills.....	7
Student Time Commitment.....	7
Instructor Contact Information.....	7
Documentation of Completion.....	8
Module Competencies (expected performance outcomes, level of proficiency).....	8
Chapters.....	9-15
Performance Objectives.....	9-15
Content.....	9-15
Learning Activities/Assignments.....	9-15
Assessment Requirements (e.g., paper/pencil, skills)....	9-15
How to Turn in Lessons.....	16
Evaluation of Module.....	16

Description of Course

AOT 122 provides experience in transcribing medical documents from dictation equipment. 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 2

Students will transcribe various medical documents used in different medical fields. They will apply appropriate AAMT style guidelines to edit and format various medical documents.



Introduction

Getting Started

In Module 2 the student will be introduced to the correct technique and skills of transcription as well as instruction in essential medical terminology, editing and proofreading guidelines, and report formats. The student will transcribe various medical documents used in different medical fields. They will apply appropriate American Association of Medical Transcription (AAMT) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) guidelines to edit and format various medical documents.

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

Module 2 Title	Chapters Covered	Due Date	Percentage of Module Grade
Transcribing Medical Documents	5 - 11	<u>Day</u> July 28, 2010	Chapter Exercises-30% Chapter 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 should turn in each lesson as it's completed; don't hold it!

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 with transcribing machine.

USB FlashDrive 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 two and a half 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 chapter 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. Apply written communication skills including punctuation, capitalization, grammar, and sentence structure.
2. Be able to transcribe chart notes, x-ray reports, history and physical reports, and letters.
3. Review and apply medical terminology.
4. Maintain a medical word list.
5. Follow dictation instructions.
6. Proofread and edit medical documents.
7. Apply appropriate guidelines to edit and format medical documents as stated in *The AAMT Book of Style for Medical Transcription*.
8. Use correct terms when transcribing medical documents for the following medical offices: Family Practice, Orthopedic, Urology, Pulmonary Medicine, Gastroenterology, Cardiology, and Diagnostic Imaging.
9. Use reference material as needed to transcribe the results of different tests done in the different departments.
10. Develop speed during medical transcription.
11. Develop accuracy during medical transcription.

Chapter 5

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the family practice specialty.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the family practice specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the family practice specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the family practice specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 5	95-130	5-4 - 5-7	5T-7, 5T-8, 5T-12, 5T-13, 5T-16, 5T-17, 5T-20, 5T-21 and 5T-23

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 6

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the orthopedic specialty with their definitions.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the orthopedic specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the orthopedic specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the orthopedic specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next chapter.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 6	131-163	6-4 - 6-7	6T-7, 6T-8, 6T-9, 6T-10, 6T-14, 6T-17, and 6T-19

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 7

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the urology specialty with their definitions.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the urology specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the urology specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the urology specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 7	165-198	7-4 - 7-6	7T-7, 7T-8, 7T-9, 7T-10, 7T-13, and 7T-15

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 8

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the pulmonary medicine specialty with their definitions.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the pulmonary medicine specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the pulmonary medicine specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the pulmonary medicine specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 8	199-237	8-4 - 8-7	8T-7, 8T-8, and 8T-10

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 9

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the gastroenterology specialty with their definition.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the gastroenterology specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the gastroenterology specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the gastroenterology specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 9	239-276	9-4 - 9-7	9T-7, 9T-8, 9T-9, 9T-11, 9T-12, and 9T-13

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 10

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the cardiology specialty with their definitions.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the cardiology specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the cardiology specialty than contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the cardiology specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 10	277-311	10-4 - 10-7	10T-7, 10T-8, 10T-11, and 10T-12

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts will count as 70% of the module grade.

Chapter 11

Performance Objectives --

- ❖ By reading and studying the chapter material, be able to match medical terms associated with the diagnostic imaging specialty with their definitions.
- ❖ By reading and studying the chapter material, be able to spell medical terms associated with the diagnostic imaging specialty.
- ❖ By reading and studying the chapter material, be able to transcribe medical terms in sentence structure.
- ❖ By reading and studying the chapter material, be able to proofread, edit, and correct medical documents associated with the diagnostic imaging specialty that contain various errors.
- ❖ By reading and studying the chapter material, be able to transcribe and proofread authentic medical documents associated with the diagnostic imaging specialty.

Content -- Students will be expected to read the chapter material and complete the assigned exercises and 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 transcripts and turn them in for grading before advancing to the next lesson.

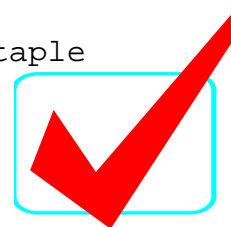
Learning Activities/Assignments --

Chapter	Pages	Activities	Transcribe
Chapter 11	313-343	11-4 - 11-7	11T-7, 11T-9, 11T-11, 11T-13, 11T-15, 11T-17 and 11T-19

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. All transcripts should be completed and turned in for grading before advancing 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. Each transcript will be given a numeric grade with the grades averaged to determine the final grade for the chapter transcripts. Chapter exercises will count as 30% of the module grade and chapter transcripts 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

The grade for Module 2 will be determined by the following guidelines:

Module 2 Title	Chapters Covered	Due Date	Percentage of Module Grade
Transcribing Medical Documents	5-11	<u>Day</u> July 28, 2010	Chapter Exercises-30% Chapter 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