Course Description

Develops skills in the transcription of various medical record reports, use of transcription references and proof reading reports. Evaluates the productivity and organization of transcription departments/services and the quality of transcribed reports and equipment utilized. Lecture 1 hour. Laboratory 6 hours. Total 7 hours per week.

General Course Purpose

The purpose of this course is to introduce the student to the records and reports typically encountered in a health care organization through the machine transcription process. Students will practice the transcription of medical dictation incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills to meet progressively demanding accuracy and productivity standards. This is a 4 credit course which requires the student to listen, read, and complete reading and workbook exercises for one hour per week and practice transcription skills 6 hours per week.

Course Prerequisites/Co-requisites

Prerequisite is typing 40 words per minute.

Course Objectives

Upon completing the course, the student will be able to:

- Identify and describe the components of the basic medical forms used in health care organizations including: histories, physical exams, discharge summaries, consultations, operative reports, pathology reports, and radiology reports.
- Use a word processing computer program and a medical transcription machine to transcribe medical reports.
- Proofread and correct transcribed medical documents.
- Recognize, evaluate, and interpret inconsistencies, in medical dictation.
- Utilize language skills and medical knowledge to edit, revise, and clarify appropriately, while transcribing dictation, without altering the meaning of the document or changing the author’s style.
- Utilize references with definitions and/or descriptions while transcribing, proofreading, editing, and revising documents.
- Meet progressively demanding accuracy and productivity standards.

Major Topics to be Included

- Medical Transcription Equipment and Computers
- Reference Library and Perfecting Your Research Skills
- Punctuation and Grammar
- Formats and Types of Reports
- Medical Transcription Editing, Proofreading
- Laboratory Medicine
- Transcription of Individual Specialties:
  - Dermatology
  - Cardiology
  - OB/GYN
  - Orthopedics
  - Pulmonary
  - Neurology
  - Surgery
  - Gastroenterology
  - Urology
  - Radiology
  - Hematology/Oncology
  - Psychiatric