



Course Syllabus

Course #: MED 2520

Course Name: Digital Medical Communications

Division: Business Technologies

Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 4

Lab Hours: 2

Lecture Hours: 2

Instructor:

Office Location:

Phone:

Email Address:

Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s):

Course Description:

Students enrolled in this course will transcribe a variety of documents from simulated medical cases. Medical reference materials are used to master the transcription process. Dictation techniques will be applied to voice recognition software to input medical documents. Emphasis is placed on proper format, punctuation, grammar, and spelling as it applies to medical terminology. Good proofreading and keyboarding skills are stressed.

Prerequisite(s): OAD 2510 and MED 2400

Corequisite(s):

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

HILLCREST MEDICAL CENTER BEGINNING MEDICAL TRANSCRIPTION COURSE, FIFTH ED. by Novak, Ireland, Delmar Publishers, 1999.

Two (2) or Three (3) DSHD Diskettes.

Medical Dictionary and Dictionary and/or Word Division Book; Secretarial Reference manual.

Grading and Evaluation

| <p>Typed & Transcribed Cases = 35%</p> <p>___ Case 1 ___ Case 2 ___ Case 3 ___ Case 4 ___ Case 5 ___ Case 6 ___ Case 7 ___ Case 8 ___ Case 9 ___ Case 10</p> | <p>To assist you in becoming familiar with medical document formats, you will be keying mailable documents obtained from your instructor. During class, medical documents will also be transcribed in correct mailable format. Medical documents will be evaluated for quality of format and transcription accuracy, as well as quantity throughout the quarter as follows:</p> <table border="0"> <thead> <tr> <th>Accurately typed/transcribed documents</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>35-32</td> <td>90-100% = A (4.0)</td> </tr> <tr> <td>31-28</td> <td>89-80% = B (3.0)</td> </tr> <tr> <td>27-25</td> <td>79-70% = C (2.0)</td> </tr> <tr> <td>24-21</td> <td>69-60% = D (1.0)</td> </tr> </tbody> </table> <p>No makeup work will be accepted. If it is necessary for you to miss a class, be sure your keyed documents are handed in before they are due.</p> | Accurately typed/transcribed documents | Grade | 35-32 | 90-100% = A (4.0) | 31-28 | 89-80% = B (3.0) | 27-25 | 79-70% = C (2.0) | 24-21 | 69-60% = D (1.0) |
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| 27-25 | 79-70% = C (2.0) | | | | | | | | | | |
| 24-21 | 69-60% = D (1.0) | | | | | | | | | | |
| <p>Case Vocabulary Quizzes = 20%</p> <p>___ Case 1 & 2 ___ Case 3 ___ Case 4 ___ Case 5 ___ Case 6 ___ Case 7 ___ Case 8 ___ Case 9 ___ Case 10</p> | <p>To assure that you are familiar with the medical terms used in each case, you will be given nine vocabulary quizzes. You will be responsible to know the definition of the terms presented for each case. The grading scale for the quizzes will be:</p> <table border="0"> <tbody> <tr> <td>90-100% = A (4.0)</td> </tr> <tr> <td>89-80% = B (3.0)</td> </tr> <tr> <td>79-70% = C (2.0)</td> </tr> <tr> <td>69-60% = D (1.0)</td> </tr> </tbody> </table> <p>No makeup work will be accepted.</p> | 90-100% = A (4.0) | 89-80% = B (3.0) | 79-70% = C (2.0) | 69-60% = D (1.0) | | | | | | |
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| <p>Proofreading Quizzes = 15%</p> <p>___ Quiz 1 ___ Quiz 2 ___ Quiz 3 ___ Quiz 4 ___ Quiz 5 ___ Quiz 6 ___ Quiz 7 ___ Quiz 8 ___ Quiz 9 ___ Quiz 10</p> | <p>To strengthen your medical transcription skills and to help you to become more detailed-oriented, you will be completing ten proofreading exercises outside of class. These exercises will contain subtle, as well as, obvious spelling, punctuation, capitalization, and spacing errors. As you proofread, read for content and look for minor grammatical errors and make any necessary corrections using standard proofreaders' marks found in your text on page 215.</p> <p>The grading scale for the quizzes will be:</p> <table border="0"> <tbody> <tr> <td>90-100% = A (4.0)</td> </tr> <tr> <td>89-80% = B (3.0)</td> </tr> <tr> <td>79-70% = C (2.0)</td> </tr> <tr> <td>69-60% = D (1.0)</td> </tr> </tbody> </table> <p>No makeup work will be accepted.</p> | 90-100% = A (4.0) | 89-80% = B (3.0) | 79-70% = C (2.0) | 69-60% = D (1.0) | | | | | | |
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| <p>Challenging Terms Vocabulary Quizzes = 15%</p> <p>___ Abduction-Axillary ___ Bases-Course ___ Defer-Expiration ___ Fecal Sac-Incubated</p> | <p>To help you develop better listening skills when you transcribe, a pre-selected list of confusing or difficult words/abbreviations along with definitions will be used. Four matching tests will be given to evaluate your understanding of these words/abbreviations.</p> <p>The grading scale for the quizzes will be:</p> <table border="0"> <tbody> <tr> <td>90-100% = A (4.0)</td> </tr> <tr> <td>89-80% = B (3.0)</td> </tr> <tr> <td>79-70% = C (2.0)</td> </tr> <tr> <td>69-60% = D (1.0)</td> </tr> </tbody> </table> <p>No makeup work will be accepted.</p> | 90-100% = A (4.0) | 89-80% = B (3.0) | 79-70% = C (2.0) | 69-60% = D (1.0) | | | | | | |
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| <p>Transcribed Outpatient Reports = 15%</p> | <p>You will be required to transcribe eight Outpatient Reports in correct medical format outside of class. You will have an opportunity in class to proof and edit these reports. Randomly selected reports will be evaluated for mailability.</p> <p>No makeup work will be accepted.</p> | | | | | | | | | | |

Learning Outcomes:

General Education

Technical

1. Describe the importance of the confidential nature of medical reports.
2. Describe the content and purpose of the eight inpatient medical reports used at Hillcrest Medical Center.
3. Describe the content and purpose of the two outpatient medical reports used at Quali-Care Clinic.
4. Transcribe medical reports using correct report format.
5. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurement rules.
6. Spell correctly both the English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
7. Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
8. Define the prefixes, combining forms, and suffixes presented.
9. Identify and/or define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist.
10. Recognize the advantages of having current reference material and be able to use it effectively.
11. Use standard proofreader's marks to edit medical reports without changing either the meaning or the dictator's style.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

Plan of Work:

| Session | Date | Activities |
|---------|------|---|
| 1 | | Orientation; Case 1, Reproductive System |
| 2 | | Case 2, Musculoskeletal System |
| 3 | | Vocabulary quiz—Cases 1-2; Proof and Edit |
| 4 | | Case 3, Cardiovascular System |
| 5 | | Vocabulary Quiz—Case 3; Proof and Edit |
| 6 | | Case 4, Integumentary System |
| 7 | | Vocabulary quiz—Case 4; Proof and Edit |
| 8 | | Case 5, Urinary System |
| 9 | | Vocabulary Quiz—Case 5; Proof and Edit\ |
| 10 | | Case 6, Nervous System |
| 11 | | Vocabulary Quiz; Proof and Edit |
| 12 | | Case 7, Digestive System; Challenging Quiz |
| 13 | | Vocabulary Quiz; Proof and Edit |
| 14 | | Case 8, Endocrine System; Challenging Quiz |
| 15 | | Vocabulary Quiz; Proof and Edit |
| 16 | | Case 9, Lymphatic System; Challenging Quiz |
| 17 | | Vocabulary Quiz; Proof and Edit |
| 18 | | Case 10, Respiratory System; Challenging Quiz |
| 19 | | Vocabulary Quiz, Proof and Edit |
| 20 | | Final Assessment |

Course Requirements:

Text Assignments

Be sure to read the assigned homework pages from the text prior to class. It is your responsibility to know the correct format of documents; therefore, plan ahead as a part of your homework and be prepared to type the assigned documents in class. Your preparation for class will reflect the caliber of transcription you produce.

Attendance Policy

Regular class attendance is necessary for successful completion of the course. A student who does not attend regularly may experience considerable difficulty. Poor attendance can reflect in poor achievement. Take advantage of open lab times to work on homework. **Transcription assigned in class can only be completed during the regular class time.**

If you start the quarter and at any point fail to demonstrate regular attendance, fail to contact your instructor concerning your ability to attend, and/or fail to complete all the assignments, the grade of “F” will be earned/assigned at the end of the quarter.

Make-up Policy

Criteria for making up any missed work and/or tests is covered in the “Grading/Evaluation” section of this syllabus.

Incomplete

It is your responsibility to consult your instructor if a grade of incomplete is foreseeable. You must complete three-quarters of the coursework and three-quarters of your class hours by the end of the quarter to be eligible for an incomplete. The incomplete must be removed within the first five weeks of the subsequent regular quarter or the grade of F will become automatic.

OAD Expectations

The Office Administration Department expects and maintains realistically high standards of performance which includes and insists on:

1. Professional attitude based on acceptable business values.
2. The ability to make and defend good decisions.
3. Professional skills including working with business executives who depend on professional office skills.

Open Lab

Open lab hours for A204 and A206 are posted outside the classrooms. You are strongly urged to attend open lab to complete necessary work outside of class.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).