

COURSE OUTLINE **Transcribing Machines, Medical**

Course Description

BE 142. Transcribing Machines, Medical. 3 hours credit. Prerequisites: BE 107, AH 201, and BE 120 with a C or better or concurrent enrollment. Requirement: The student must be typing at least 50 wpm before enrolling in this course. This course will enable the student to perform the necessary skills to transcribe medical dictation with speed and accuracy for clinics, hospitals, and medical centers.

Course Relevance

The applications learned in this course will allow the student to effectively utilize medical terms and apply that to transcribing with speed and accuracy. The student will learn to transcribe various medical reports used in the medical field.

Required Materials

Novak, M., Ireland, P. (2005). *Hillcrest medical center, beginning medical transcription course with audio transcription exercises CD and All n' one transcription kit* (6th ed.). Clifton, NY: Delmar Publishing Company.

Supplemental Materials

Medical dictionary

Learning Outcomes

The intention is for the student to be able to:

1. Utilize word processing features to complete tasks with the appropriate medical terminology
2. Use appropriate medical templates to keyboard reports

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

Analytical Thinking Skills

1. Critical Thinking
 - The student will complete critical thinking exercises that pertain to proper handling of situations that transcriptionists encounter

Technology Skills

2. General Computer Use
 - Through transcribing medical forms and templates, the student will utilize software

Major Summative Assessment Task(s)

These learning outcomes and primary Learning PACT skills will be demonstrated by:

1. Through transcribing a final tape, the student will complete a history and physical

exam, operative report, radiology report, and discharge summary with speed and accuracy

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Formatting and design
 - B. Spelling, grammar, and proofreading
 - C. Proper use of software features
 - D. Listening skills
 - E. Developing greater speed and accuracy
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Developing proper document formatting and editing in a timely manner
 - B. Following instructions
 - C. Completing tasks to the degree of approval
 - D. Utilizing accurate software features
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Proofread and format accurately
 - B. Time management
 - C. Transcribing skills
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Describe the importance of the confidential nature of medical reports
 - B. Describe the content and purpose of the eight medical reports used at Hillcrest Medical Center
 - C. Transcribe medical reports using correct report format
 - D. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurement rules
 - E. Spell correctly both the English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book
 - F. Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book
 - G. Define the prefixes, combining forms, and suffixes presented
 - H. Identifying and/or define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist
 - I. Recognize the advantages of having current reference material and be able to use it effectively
 - J. Use standard proofreader's marks to edit medical reports without changing either the meaning or the dictator's style

Learning Units

- I. Reproductive system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Operative record
 - D. Pathology report
 - E. Discharge summary

- II. Musculoskeletal system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Radiology report
 - D. Operative record
 - E. Discharge summary

- III. Cardiovascular system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Operative report
 - D. Discharge summary

- IV. Integumentary system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Radiology record
 - D. Request for consultation
 - E. Discharge summary

- V. Urinary system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Operative record
 - D. Pathology report
 - E. Discharge summary

- VI. Nervous system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Radiology reports
 - D. Operative record
 - E. Pathology report
 - F. Discharge summary

- VII. Digestive system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Radiology report
 - D. Operative record
 - E. Discharge summary

- VIII. Endocrine system
 - A. Medical terms and abbreviations
 - B. History and physical examination

- C. Request for consultations
- D. Radiology report
- E. Operative record
- F. Pathology report
- G. Discharge summary

- IX. Lymphatic system
 - A. Medical terms and abbreviations
 - B. History and physical examination
 - C. Pathology report
 - D. Discharge summary

- X. Respiratory system
 - A. Medical terms and abbreviations
 - B. Operative reports
 - C. Radiology reports
 - D. Request for consultation
 - E. Discharge summary

Learning Activities

Learning activities will be assigned to assist the student in developing greater speed and accuracy, learning medical terms, and utilizing medical templates and forms appropriate to each case.

Grade Determination

The student will be graded on the learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, student projects, student presentations, class participation, and other methods of evaluation employed at the discretion of the instructor.