

COURSE OUTLINE

Advanced Medical Transcription

Course Description

BE 143 . Advanced Medical Transcription. 3 hours credit. Prerequisite: Acceptance into the Medical Transcriptionist Specialty Certificate program. This course will enable the student to refine his/her transcription skills to a competitive level by providing challenging activities involving the difficult, often indistinct, dictation heard in the work environment of a medical transcriptionist. The student will make use of appropriate reference materials and research techniques to assist in proofreading and editing reports.

Course Relevance

The applications learned in this course will allow the student to understand the medical transcription profession, employment opportunities, the important role of the medical transcriptionist in the health care team, and personal attributes, knowledge and skills required to produce error-free documents according to the employers' and American Association for Medical Transcription (AAMT) standards

Required Materials

Conerly-Stewart, D. and Lott, W. (2004). *Forrest general medical center advanced medical transcription course*, (3rd ed.). Clifton Park, NY: Delmar Learning

Medical Dictionary

Learning Outcomes

The intention is for the student to be able to:

1. Transcribe accurately dictation from different medical specialties.
2. Use appropriate reference materials and research skills efficiently to accurately complete reports.
3. Proofread and edit reports meticulously.

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

Major Summative Assessment Task

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

1. Transcribing with speed and accuracy at an appropriate level, a medical case study that contains typical reports used in a medical office applying research skills

Course Content

- I. Themes - Key recurring concepts that run throughout this course:
 - A. Refinement of transcription skills to a competitive level.
- II. Issues - Key areas of conflict that must be understood in order to achieve the intended outcome
 - A. Intellectual flexibility
 - B. Tolerance of long hours of sedentary activity
- III. Concepts - Key concepts that must be understood to address the issues:
 - A. Computer and transcribing software manipulation and word process software
 - B. Knowledge of research tools
 - C. Effective use of reference materials
 - D. Proofreading skills
 - E. Medical terminology
- IV. Skills/Competencies - Actions that are essential to achieve the course outcomes.
 - A. Apply knowledge of medical terminology, English grammar, punctuation, and spelling rules to the transcription of medical dictations from physicians with various ethnic backgrounds
 - B. Transcribe accurately dictation from different medical specialties
 - C. Transcribe correctly letters, information for a white paper, progress notes from a clinic setting, and other medical reports
 - D. Format reports according to American Association for Medical Transcription (AAMT) guidelines
 - E. Proofread and edit reports meticulously
 - F. Identify and evaluate inconsistencies and/or inaccuracies in dictation, and edit and revise them accurately while retaining the meaning of the dictation
 - G. Identify and appropriately mark items that require the supervisor's and/or dictator's attention
 - H. Research and/or verify patient information for accuracy
 - I. Apply research skills to appropriate situations
 - J. Use appropriate reference materials efficiently for accurate completion of reports
 - K. Apply pertinent medicolegal policies and procedures when necessary in the transcription process

Learning Units

- I. Surgery
 - A. Critical thinking
 - B. Surgery abbreviations
 - C. Anatomic illustrations
 - D. General surgery terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for surgery
- II. Cardiology
 - A. Critical thinking
 - B. Cardiology abbreviations

- C. Anatomic illustrations
 - D. Cardiology terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for cardiology
- III. Diagnostic imaging/interventional radiology
- A. Critical thinking
 - B. Radiology abbreviations
 - C. Anatomic illustrations
 - D. Radiology terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for radiology
- IV. Pathology
- A. Critical thinking
 - B. Pathology abbreviations
 - C. Anatomic illustrations
 - D. Pathology terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for pathology
- V. Obstetrics/Gynecology
- A. Critical thinking
 - B. OB/GYN abbreviations
 - C. Anatomic illustrations
 - D. OB/GYN terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for OB/GYN
- VI. Orthopedics
- A. Critical thinking
 - B. Orthopedics abbreviations
 - C. Anatomic illustrations
 - D. Orthopedics terminology
 - E. Transcription tips
 - F. Supportive web sites
 - G. Transcription of case studies for orthopedics
- VII. Gastroenterology
- A. Critical thinking
 - B. Gastroenterology abbreviations
 - C. Anatomic illustrations

- D. Gastroenterology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for gastroenterology

VIII. Respiratory/Pulmonary medicine

- A. Critical thinking
- B. Respiratory/pulmonary medicine abbreviations
- C. Anatomic illustrations
- D. Respiratory/Pulmonary medicine terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for respiratory/pulmonary medicine

IX. Urology/Nephrology

- A. Critical thinking
- B. Urology/Nephrology abbreviations
- C. Anatomic illustrations
- D. Urology/Nephrology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for urology/nephrology

X. Oncology

- A. Critical hinking
- B. Oncology abbreviations
- C. Anatomic illustrations
- D. Oncology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for oncology

XI. Hematology/Infectious diseases

- A. Critical thinking
- B. Hematology/Infectious diseases abbreviations
- C. Anatomic illustrations
- D. Hematology/Infectious diseases terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for hematology/infectious diseases

XII. Neurology/Neurosurgery

- A. Critical thinking
- B. Neurology/Neurosurgery abbreviations
- C. Anatomic illustrations
- D. Neurology/Neurosurgery terminology

- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for neurology/neurosurgery

XIII. Plastic surgery

- A. Critical thinking
- B. Plastic surgery abbreviations
- C. Anatomic illustrations
- D. Plastic surgery terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for plastic surgery

XIV. Pediatrics/Neonatology

- A. Critical thinking
- B. Pediatrics/Neonatology abbreviations
- C. Anatomic illustrations
- D. Pediatrics/Neonatology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for pediatrics/neonatology

XV. Otorhinolaryngology

- A. Critical thinking
- B. Otorhinolaryngology abbreviations
- C. Anatomic illustrations
- D. Otorhinolaryngology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for otorhinolaryngology

XVI. Ophthalmology

- A. Critical thinking
- B. Ophthalmology abbreviations
- C. Anatomic illustrations
- D. Ophthalmology terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for ophthalmology

XVII. Psychiatry

- A. Critical thinking
- B. Psychiatry abbreviations
- C. Anatomic illustrations
- D. Psychiatry terminology
- E. Transcription tips

- F. Supportive web sites
- G. Transcription of case studies for psychiatry

XVIII. Dentistry/Oral surgery

- A. Critical thinking
- B. Dentistry/Oral Surgery abbreviations
- C. Anatomic illustrations
- D. Dentistry/Oral Surgery terminology
- E. Transcription tips
- F. Supportive web sites
- G. Transcription of case studies for dentistry/oral surgery

Learning Activities

Learning activities will be assigned to assist the student to enhance techniques needed in developing transcription skills to a competitive level. These will include case reports and critical thinking exercises as well as quizzes and tests.

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.