I. INTRODUCTION

A. Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

B. This is a required course in the Medical Documentation Specialist certificate of completion and associate of applied science degree. The course may be used in the Medical Office Technology associate of applied science degree or Medical Coding and Billing associate of applied science degree. You will be required to demonstrate proficiency in the skills learned in this course in the internship or clinical courses.

C. This course in conjunction with other appropriate courses prepares students to enter the health related career fields.

D. Keyboarding and document formatting skills required.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of Medical Transcription I, the student will:

A. Describe the importance of confidentiality and HIPAA in medical records. (C5, C6, C7, C8, C19, F1, F2, F5, F7, F9, F10, F12, F15, F16, F17)

B. Explain the purpose and content of medical records. (C5, C6, C7, C8, C9, F1, F2, F10, F11, F12)

C. Perform transcription of actual physician dictation with the aid of reference materials. (C5, C6, C8, F1, F2, F5, F12, F16)

D. Edit documents. (C1, C5, C6, C7, C8, C15 C16, C19, F5, F8, F9, F10)

E. Demonstrate increased speed and productivity. (C1, C6, C7, C8, C15, C16, C19, F5, F13)
III. INSTRUCTIONAL MATERIALS

A. Instructional materials for this course are viewable through www.ctcd.edu/books

B. Supplementary Materials:
   1. Medical dictionary
   2. Medical word book

IV. COURSE REQUIREMENTS

A. Reading Assignments: To be successful in this course, you must read and study the textbook. Chapter assignments will be made with each lesson, and you are expected to complete the chapter self-study exercises and practice tests. Even though you may not be required to turn all work in for grading, you are still responsible for the material covered in the exercises.

B. Class Assignments: Assignments must be completed by the due date to receive credit for the assignment. Assignments may include
   a. Chapter exercises
   b. Prepared transcripts

C. CD-ROM Exercises: There will be specific assignments from the CD-ROM in each lesson. Even though you may not be required to turn in all CD-ROM work for grading, you are still responsible for the material.

D. Class Performance: All work must be completed using a computer. Assignments must be turned in to the instructor by the due date. All transcripts will be evaluated using the grading guidelines detailed in the CTC Program Guide.

V. EXAMINATIONS

A. There will be exams to accompany the lessons of the course. These exams will cover information in the reading assignments, class discussions, chapter and CD-ROM exercises, and the class assignments.

B. Tentative dates for the exams will be announced in the schedule provided the first week of class. Test schedule is subject to change, but changes will be announced at least one week in advance. Make-up exams may be given at the discretion of the instructor.

C. The majority of exam questions will be objective-type. The final exam will consist of transcription exercises.

VI. SEMESTER GRADE COMPUTATION

A. Exams/Final: 57.5%
B. Class Assignments: 42.5%
   100%
For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C.

VII. NOTES AND ADDITIONAL INSTRUCTIONS

A. **Course Withdrawal:** It is your responsibility as a student to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.

Application for Withdrawal will be accepted according to the following schedule:
- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. **Administrative Withdrawal:** Results when a student is absent an excessive number of times as defined in the current Central Texas College catalog and/or other published amendatory documentation. In such a case, the student is dropped from the course with a grade of F.

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statue was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. **Incomplete Grade:** In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student had completed the majority of the course work, but because of extenuating circumstances, is unable to complete the
requirement for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not complete the remaining coursework as required by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.

D. **Cellular Phones:** Cellular phones will be turned off while the student is in the classroom or laboratory.

E. **Americans With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Scholastic Honesty:** All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

1. Plagiarism: the taking of passages or ideas from writings of others without giving proper credit to the source.
2. Collusion: working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating: giving or receiving information on an examination, homework, or projects.
4. Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.
VIII. COURSE OUTLINE

A. Lesson 1: Introduction to Medical Transcription (Chapters 1 and 22)

1. Learning Outcomes: Upon completion of Lesson 1, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Explain the concept of medical transcription and describe the basic knowledge and skills required to be a medical transcriptionist.
   b. Trace the historical development of record keeping and the history of medical transcription.
   c. Describe the concept of patient confidentiality
   d. Describe the work opportunities and environments available for medical transcriptionists.
   e. Discuss the purpose and benefits of professional association membership, including opportunities for credentialing in the field of medical transcription.
   f. Develop clear job search strategies.
   g. Create a résumé and application letter.
   h. Describe methods and strategies for taking online application tests.
   i. Demonstrate effective interview techniques.
   j. Identify personal and professional strategies in order to work optimally as a medical transcriptionist.
   k. Understand the key concepts and procedures involved in owning a medical transcription business.

2. Learning Activities:
   a. Lesson 1 Quizzes
   b. Discussion Board

3. Lesson 1 Outline:
   a. Chapter 1 – A Career Profile
   b. Chapter 22 – Career Management

B. Lesson 2: Medical Transcription Fundamentals (Chapters 2 and 3)

1. Learning Outcomes: Upon completion of Lesson 2, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify the basic components of a computer and explain how the computer processes and stores information.
   b. Describe different computer systems and the software applications used with each.
   c. Describe different methods of dictating, transcribing, and submitting work via the Internet.
d. Identify reference tools most often accessed by medical transcriptionists and explain how each is used in the preparation of reports.

e. Compare special word-processing features used by medical transcriptionists to aid in producing work more efficiently.

f. Identify the basic component parts of medical terms.

g. Identify common homonyms and soundalike words that are heard frequently in the dictation of medical reports, recognize and correctly pronounce words with unusual pronunciations, and explain how these word-confusion problems can lead to inaccuracies in medical transcription.

h. Explain the difference between “slang” and “jargon” and be able to identify each.

i. Use proper anatomic terms to describe the anatomic position, body planes, cavities, regions, and quadrants.

2. Learning Activities:
   a. Lesson 2 Quizzes
   b. Chapter Exercises
   c. Discussion Board
   d. Medical Documentation Exercises (Transcription)

3. Lesson 2 Outline:
   a. Chapter 2 – Technology, Tools, and Techniques
   b. Chapter 3 – The Basics of Medical Terminology

C. Lesson 3: Medical Correspondence and Reports; Editing (Chapters 4 and 5)

1. Learning Outcomes: Upon completion of Lesson 3, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   b. List the elements of a standard business letter.
   c. Describe the general formatting guidelines of medical reports.
   d. Identify different types of medical reports and explain how and when each is used.
   e. Describe the transcription process and strategies to succeed at transcribing reports, including organization of files and folders on the computer.
   f. Understand the transcription instructions for this course.
   g. Explain the basic rules of grammar and sentence structure.
   h. Explain the rules governing the use of different punctuation marks and indicate when each mark should be used.
   i. Describe capitalization rules and when they are used.
   j. Describe how and when to use figures, symbols, acronyms, and eponyms in medical reports.
   k. Discuss the difference between verbatim transcription and light editing and how to do each.
2. **Learning Activities:**
   a. Lesson 3 Quizzes
   b. Discussion Board
   c. Medical Documentation Exercises (Proofreading, Cloze)

3. **Lesson 3 Outline:**
   a. **Chapter 4** - Medical Correspondence and Reports
   b. **Chapter 5** – Mechanics of Editing

D. **Lesson 4: Pharmacology; Laboratory Studies (Chapters 7 and 8)**

1. Learning Outcomes: Upon completion of Lesson 4, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Recount the history of pharmacology.
   b. Describe the process of developing and regulating a new drug.
   c. Understand the different forms of administration of drugs, including the terminology related to the types, dose, and dosage frequency.
   d. Define controlled substances and how they are categorized.
   e. Understand the nomenclature required for the transcription of drugs in medical reports.
   f. Explain the basic concept of pathology and the processes that pathologists use to diagnose a given condition.
   g. Describe common laboratory tests and discuss the common components of each.
   h. Differentiate between radiologic imaging techniques used in hospitals and clinics and explain under what circumstances each is used.

2. **Learning Activities:**
   a. Lesson 4 Quizzes
   b. Discussion Board
   c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. **Lesson 4 Outline:**
   a. **Chapter 7** - Pharmacology
   b. **Chapter 8** – Laboratory Studies and Medical Imaging

E. **Lesson 5: Dermatology (Chapter 9)**

1. Learning Outcomes: Upon completion of Lesson 5, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Describe the components of the integumentary system.
   b. Describe common conditions, diseases, and disorders that affect skin and the treatment options for each.
c. Differentiate between types of skin cancer and the appropriate diagnostic procedures and treatments for each.
d. Describe various diagnostic studies and procedures that evaluate skin conditions and explain how they differ from one another.

2. Learning Activities:
a. Lesson 5 Quiz
b. Discussion Board
c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. Lesson 5 Outline:
a. **Chapter 9** – Dermatology

F. **Lesson 6: Cardiology and the Cardiovascular Systems (Chapter 13)**

1. Learning Outcomes: Upon completion of Lesson 6, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Describe the functions of the cardiovascular system.
   b. Name and describe the anatomic structures of the heart and associated blood vessels.
   c. Explain cardiac conduction and describe the cardiac cycle.
   d. Discuss blood pressure measurement and how blood pressure readings are obtained.
   e. Describe common diseases and disorders related to the heart and their treatments.
   f. Discuss common laboratory tests and diagnostic studies used to identify heart disease.

2. Learning Activities:
a. Lesson 6 Quiz
b. Discussion Board
c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. Lesson 6 Outline:
a. **Chapter 13** – Cardiology and the Cardiovascular System

G. **Lesson 7: Pulmonology (Chapter 12)**

1. Learning Outcomes: Upon completion of Lesson 7, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify the structures of the respiratory system and describe the function of each.
   b. Understand and explain the mechanism of breathing and exchange of gases in the respiratory process.
c. Explain the process of mechanical ventilation.
d. Describe common diseases and disorders that affect the respiratory system and the most commonly used medical treatments.
e. Explain common diagnostic studies and procedures used to investigate pulmonary diseases and disorders.

2. **Learning Activities:**
d. Lesson 7 Quiz
e. Discussion Board
f. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. **Lesson 7 Outline:**
c. **Chapter 12 – Pulmonology**

H. **Lesson 8: Gastroenterology (Chapter 14)**

1. **Learning Outcomes:** Upon completion of Lesson 8, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
a. Identify the components of the digestive system and their functions.
b. Describe the process of digestion of food through the gastrointestinal tract.
c. Describe common disorders and diseases affecting different parts of the gastrointestinal system.
d. Explain common laboratory tests, imaging studies, and other techniques used to diagnose and treat gastrointestinal disorders.

2. **Learning Activities:**
a. Lesson 8 Quiz
b. Discussion Board
c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. **Lesson 8 Outline:**
a. **Chapter 14 – Gastroenterology**