I. INTRODUCTION

A. Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

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 II, the student will:

A. Use specific formats for dictated medical documents. (C5, C6, C8, C19, F5, F7, F9, F10, F15, F16)

B. Utilize complex medical references as resource tools. (C5, C6, C7, C8, F1, F10, F11, F12)

C. Perform medical transcription from a diverse provider population. (C5, C6, C8, F1, F2, F5, F12, F16)

D. Identify medical inconsistencies and discrepancies. (C7, C8, C16, F12)

E. Demonstrate increased transcription speed and accuracy. (C1, C8, F13, F16)
III. INSTRUCTIONAL MATERIALS

A. Instructional materials for this course may be found at www.cted.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 all the work in the chapters including the chapter exercises. 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  43%
B. Class Assignments  57%

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 statute 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.cted.edu/disability-support](http://www.cted.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: Surgery (Chapter 6)

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. Discuss the general concepts involved in surgery, including various types of surgical procedures and the differences between each.
   b. List the component parts of the surgical process.
   c. Define common terminology used to describe surgical procedures.
   d. Identify common prefixes, suffixes, and combining word forms used to describe surgical procedures.

2. Learning Activities:
   a. Lesson 1 Quiz
   b. Chapter Exercises.
   c. Discussion Board

3. Lesson 1 Outline:
   a. Chapter 6 – Surgery

B. Lesson 2: Ophthalmology; Otorhinolaryngology (Chapters 10 and 11)

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. Describe and locate general anatomic structures of the eye.
   b. Understand and explain the visual process that enables people to see.
   c. Describe common visual impairments that affect eye function.
   d. Describe common structure disorders that affect vision.
   e. Discussed the diagnostic studies used to help identify disorders of the ocular system.
   f. Describe and locate the general anatomic structures of the ear, nose, and throat.
   g. Understand and explain the process of hearing.
   h. Describe common diseases and disorders that affect the ears, nose, and throat and the medical treatments most commonly used to address them.
   i. Explain common diagnostic procedures used to investigate diseases and disorders of the ears, nose, and throat.

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

3. **Lesson 2 Outline:**
   a. **Chapter 10** – Ophthalmology
   b. **Chapter 11** – Otorhinolaryngology

C. **Lesson 3: Urology (Chapter 15)**

1. **Learning Outcomes:** Upon completion of Lesson 3, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Identify the structures that make up the genitourinary system and describe how each of these functions.
   b. Explain the process of excreting liquid waste from the body.
   c. Describe common genitourinary disorders and their treatments.
   d. Describe common laboratory tests, imaging studies, and other clinical procedures used to diagnose genitourinary diseases and disorders.

2. **Learning Activities:**
   a. Lesson 3 Quiz
   b. Discussion Board
   c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. **Lesson 3 Outline:**
   a. **Chapter 15** – Urology

D. **Lesson 4: Obstetrics and Gynecology (Chapter 16)**

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. Identify the basic anatomic structures that make up the female reproductive system and describe the role of each.
   b. Describe the process of the menstrual cycle.
   c. Explain the process of reproduction from fertilization through pregnancy and delivery.
   d. Describe common systemic diseases and disorders affecting the gynecologic system, as well as the pharmacological agents used to treat them.
   e. Describe common laboratory tests and procedures used to evaluate and identify obstetric and gynecologic illnesses and abnormalities.

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

3. **Lesson 4 Outline:**  
a. **Chapter 16 – Obstetrics and Gynecology**

E. **Lesson 5: Orthopedics (Chapter 17)**

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. Discuss the anatomy of bones and the organization and structure of the skeleton.  
b. Describe the types and composition of muscles and other structures that make up the musculoskeletal system.  
c. Recognize and define the terminology related to regions of the body and terms of movement.  
d. Describe common diseases and disorders affecting the musculoskeletal system, as well as the pharmacological and surgical methods used to treat them.  
e. Describe common laboratory tests and diagnostic procedures used to evaluate diseases and disorders involving the bones and muscles.

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

3. **Lesson 5 Outline:**  
a. **Chapter 17 – Orthopedics**

F. **Lesson 6: Neurology (Chapter 18)**

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. Discuss the structures of the nervous system, including the brain, spinal cord, and nerves, and list the category to which each belongs.  
b. Identify and discuss the diseases and disorders associated with the nervous system and the treatment modalities related to them.  
c. Describe common laboratory tests and diagnostic procedures used to analyze, detect, and treat neurological disorders and conditions.

2. Learning Activities:
G. Lesson 7: Immunology; Oncology (Chapters 19 and 20)

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. Present an overview of the function of the immune system.
   b. Discuss the structures of the lymphatic system and the function of each.
   c. Describe common diseases and disorders associated with the immune system and the treatment modalities related to each.
   d. Describe common laboratory tests and diagnostic procedures used to analyze, detect, and treat immune disorders and conditions.
   e. Discuss the concept of cancer and cell structure.
   f. Explain the genetic development of cancer.
   g. Describe risk factors related to the development of cancer.
   h. Discuss the systems used to grade and classify cancers according to their severity or metastasis.
   i. Describe common laboratory tests and diagnostic procedures used to analyze, detect, and diagnose cancer.
   j. Describe common treatment modalities used to treat cancer.

2. Learning Activities:
   a. Lesson 7 Quizzes
   b. Discussion Board
   c. Medical Documentation Exercises (Proofreading, Cloze, Transcription)

3. Lesson 7 Outline:
   b. Chapter 19 – Immunology
   c. Chapter 20 – Oncology

H. Lesson 8: Endocrinology (Chapter 21)

1. Learning Outcomes: Upon completion of Lesson 8, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   e. Identify the glands that make up the endocrine system, their locations in the body, and the hormones secreted by each.
f. Describe common diseases and disorders affecting the endocrine system.
g. Describe common laboratory tests and procedures used to analyze, detect, and diagnose endocrinologic disorders.

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

3. Lesson 8 Outline:
   d. Chapter 21 – Endocrinology