JEFFERSON COLLEGE
COURSE SYLLABUS

BIT 222
MEDICAL TRANSCRIPTION

3 Credit Hours

Prepared by:
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Career & Technical Education
Dr. John R. Keck, Dean
Brenda Russell, Associate Dean
BIT 222 MEDICAL TRANSCRIPTION I.

CATALOG DESCRIPTION

A. Prerequisite: BIT122 Medical Terminology, BIT105 Business Language Skills and CIS125 Computer Concepts and Applications

B. 3 semester hours credit

C. Medical Transcription continues the study of medical vocabulary, use of abbreviations, and medical reference books. The student will transcribe medical documents using machine transcription, word processing, and voice technology. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

| Students will produce medical documents using the voice technology software. | Students will complete a manual of all their medical documents done in voice. |
| Students apply the rules of grammar, punctuation, and spelling to the transcription of medical documents. | Students will take in-class exams that will demonstrate their knowledge of grammar, punctuation and spelling in transcription of medical documents. |
| Students will transcribe medical terminology in medical documents. | Students will development a notebook of the medical terms used in the transcription of medical documents. |
| Students will produce medical documents using the transcribing machine and following the AAMT Style guidelines. | Students will complete a portfolio of all of their transcribed medical documents that follow the AAMT Style guidelines. |
| Students will use reference materials and Internet websites to effectively proofread and edit medical documents. | Students will be given in-class worksheets where they will use reference materials and websites to proofread and edit the worksheets. |

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Learn specialized techniques of word processing and voice technology as needed for efficient production of medical communications and documents.

B. Learn the manipulation of a transcribing machine
   1. Adjust dictation speed, scan tape, and use foot pedal for play, reverse, and fast forward
   2. Produce mailable copy directly from a dictation tape
   3. Format medical correspondence and medical documents directly from a dictation tape

C. Learn the proper formatting of medical documents
   1. Dermatology
2. Ophthalmology
3. Otorhinolaryngology—ENT
4. Pulmonology
5. Cardiology
6. Gastroenterology
7. Obstetrics and Gynecology
8. Urology and Nephrology
9. Orthopedics
10. Neurology
11. Hematology-Oncology
12. Immunology

D. Apply rules of grammar, punctuation, and spelling as needed for accurate transcription of medical communications and documents from tape input.
   1. Produce medical correspondence from tape input with first-time mailable quality
   2. Produce medical documents from tape input with first-time mailable quality

IV. METHOD OF INSTRUCTION

A. Lectures
B. Discussion and examples
C. Simulation

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT)

Three-ring binder, flash drive, pen, pencil, and paper

VII. SUPPLEMENTAL REFERENCES

Internet websites

VIII. METHOD OF EVALUATION (basis for determining grade)

A. Homework 20%
B. Projects 60%
C. Final Exam 20%
IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.