

## LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

### **SPECIAL NOTE:**

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

### **TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):**

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<b><u>COURSE NUMBER:</u></b>	O TEC 107
<b><u>COURSE TITLE:</u></b>	MEDICAL DOCUMENT FORMATTING
<b><u>SEMESTER CREDIT HOURS:</u></b>	3
<b><u>DEPARTMENT:</u></b>	Business Administrative Technology
<b><u>DIVISION:</u></b>	Career Technical Education
<b><u>PREREQUISITE:</u></b>	O TEC 106 Formatting

### **COURSE DESCRIPTION:**

This course is designed to expand the students' skill, proficiency and accuracy in the production of medical documents. Production activities include the keying of medical letters, memos, reports, tables, and forms. Emphasis is placed on correct techniques, efficient organization of work, proofreading, neatness and speed. The student will use Microsoft Word in this course.

### **COURSE OUTCOMES AND COMPETENCIES:**

**Students who successfully complete this course will be able to:**

1. Increase and improve keyboarding speed and accuracy.
  - Increase both speed and accuracy throughout the semester on five minute timed writings to a level that is acceptable in the transcription field.
2. Format report documents.
  - Create return visit report.
  - Create medical report.
  - Create patient data files.
3. Format correspondence documents.
  - Create consultation letters.

4. Format tables documents.

- Create statements table.
- Create patient information.
- Create medical terms.
- Create a medical terminology table.

5. Perform workplace competencies.

- Resource Management  
Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
- Time Management  
Identify influences on use of time.  
Set priorities or the order in which several tasks will be accomplished.  
Develop strategies to overcome procrastination and meet deadlines.  
Estimate the time required to perform activities needed to accomplish a specific task.