

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.

<u>COURSE NUMBER:</u>	O TEC 128
<u>COURSE TITLE:</u>	MEDICAL TRANSCRIPTION
<u>SEMESTER CREDIT HOURS:</u>	2
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	O TEC 102 College Keyboarding O TEC 127 Transcription Skills

COURSE DESCRIPTION:

Provides an overview of the medical transcription environment, the responsibilities of the transcriptionist, and the skills required. Focuses on the mechanics of transcription including transcription tools, the style and form of the transcriptionist, the various formats for medical reports, and medical terminology.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Transcribe and format basic medical correspondence and documents

- Identify and operate transcription equipment.
- Select the correct format for a dictated medical report.
- Transcribe letters, consultations, chart notes, operative reports, history and physical reports, discharge summaries dictated by physicians.
- Produce final, neat, error-free transcripts.

2. Proofread and edit medical documents.

- Use reference materials to create mailable documents.
- Use proofreading and editing skills.
- Use proper grammar and punctuation.
- Utilize spell-check and grammar tools of a word processing software package.

C. Perform workplace competencies:

IV. WRITING

- Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.

4. TIME MANAGEMENT

- Develop strategies to overcome procrastination and meet deadlines.
- Estimate the time required to perform activities needed to accomplish a specific task.