

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 131
<u>COURSE TITLE:</u>	ADVANCED MEDICAL TRANSCRIPTION
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	O TEC 128 Medical Transcription and O TEC 125 Advanced Medical Terminology

COURSE DESCRIPTION:

This course will build on the knowledge and expertise gained in the previous Medical Transcription course. This course will further the student's ability to perform medical transcription by increasing their knowledge of medical terminology, use of appropriate formatting and application of specialized rules of grammar and punctuation seen in transcribed medical reports. This course will focus on using medical terminology in the proper context, recognizing the appropriate drugs for the established disease process as well as increasing transcription speed and accuracy.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Recognize the importance of the confidential nature of the medical record.
 - Determine the adverse effects of inappropriate release of protected health information based on the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
2. Transcribe medical dictation using advanced language/grammar skills.
 - Transcribe a variety of medical dictation of varying degrees of complexity.
 - Define and spell correctly both the English and medical terms and abbreviations presented either by memory or by using a medical reference and therefore develop proofreading and editing skills.
 - Select the correct format for the medical report.

- Recognize the appropriate medical terms, abbreviations and symbols, etc. to use in the reports.

3. Recognize and demonstrate the need for accuracy in medical transcription.

- Recognize the various levels of transcription errors based on severity and effect on patient care.
- Proofread and edit their transcribed documents.

4. Recognize the advantages of having current reference material available and be able to use it effectively.

- Use the references available to produce an accurate transcribed report.
- Use electronic the medical spell-checker when available.
- Use the AAMT Book of Style as the primary reference.
- Use the medical dictionary and medical terminology books available.

PERFORM WORKPLACE COMPETENCIES:

LISTENING SKILLS

Follow oral instructions

Listen for and identify key words

Listen for words that identify a procedure

WRITING

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

Use style manuals or software to prepare documentation and reference list.

COMPUTER LITERACY

Compose, organize, and edit information using a computer

HUMAN RELATION SKILLS

Demonstrate interpersonal skills:

Tact and diplomacy

Respect for others

Recognition of others' strengths

DECISION MAKING/PROBLEM SOLVING

Utilize problem solving skills to identify the problem for resolution

TIME MANAGEMENT

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

WORK ETHICS

Interpret standard workplace policies related to causes for termination/legal actions