### COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOT</td>
<td>122</td>
<td>January 2014</td>
<td>January 2015</td>
</tr>
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<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
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<tbody>
<tr>
<td>Medical Transcription I</td>
<td>3</td>
<td>3 0 3</td>
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### PREREQUISITES: AOT 110 and 115 with a grade of “C” or better.

### DESCRIPTION: LEVEL I: This course provides experience in transcribing medical documents from dictation.

LEVEL II: Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of medical documents.

### TEXTBOOK(S) OR ALTERNATIVE: Hillcrest Medical Center, Beginning Medical Transcription, Seventh Edition, by Patricia A. Ireland and Carolyn K. Stein. Published by Delmar, Cengage Learning, 2011.

### MATERIALS (specifying those to be purchased by student): Students must purchase the following:
- Textbook
- USB 2.0 Flash Drive 128MB for saving files/assignments
- Headphones for listening to the transcription files on the CD

### COLLATERAL READING: NONE

### CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

#### Academic Honesty:
During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else’s work will be given a grade of “0” on that work and face further disciplinary action. Please refer to the “Student Code Book” on “Academic Dishonesty”.

#### Absences:
Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student should leave class early without the permission of the instructor.

Day students will meet class two days a week for one hour and fifteen minutes for fifteen weeks. Night students will meet class one night each week for two hours and forty-five minutes for fifteen weeks. Day students will be allowed to miss a maximum of six class meetings. Night students will be allowed to miss a maximum of three class meetings. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of “F”.

There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the maximum number of absences allowed.
Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

Student ID:
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

STUDENT TIME COMMITMENT:
Students should be aware that they might need to spend extra time in the AOT lab to complete the necessary course assignments.

RESOURCES (A-V, persons, tools/equipment):
Dictionary
Secretarial Reference Manuals
Typing Textbook for Reference

All of the above items must remain in the classroom.

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Section 1 - Introduction
Welcome to Hillcrest Medical Center
Association for Healthcare Documentation Integrity (AHDI)
Understanding Medical Records

Section 2 - Model Report Forms
Section 3 – References
Transcription for Hillcrest Medical Center and Quali-Care Clinic
CMTips
Report Formatting Guidelines
The Future of Medical Transcription
Understanding Medical Terminology
Doctors’ and Other Professional Names Used in Hillcrest and Quali-Care Clinic
Skill Building Report Log

Section 4 – Case Studies

Section 5 – Quali-Care Clinic
Welcome to Quali-Care Clinic

Section 6 – Expand Your Knowledge

Appendix

Bibliography

Index

**COURSE ASSIGNMENTS:**
Students will transcribe only the documents listed.

**WEEK 1**
Outline and Handouts
Read Sections 1-3
Case Study 1
Diagnostic Imaging Report
Pathology Report
Discharge Summary

**WEEK 2**
Case Study 2
Diagnostic Imaging Report: CT Scan
Pathology Report
Discharge Summary

**WEEK 3**
Case Study 3
Operative Report
Death Summary

**WEEK 4**
Case Study 4
Diagnostic Imaging Report
Consultation

**WEEK 5**
Case Study 5
WEEK 5 (continued)
Consultation
Discharge Summary

WEEK 6
Case Study 6
Radiology Report 1
Discharge Summary

WEEK 7
Case Study 7
Diagnostic Imaging Report
Operative Report

WEEK 8
Case Study 8
Consultation
Diagnostic Imaging Report 1
Operative Report

WEEK 9
Case Study 9
History and Physical Examination
Pathology Report
Discharge Summary

WEEK 10
Case Study 10
Operative Report 1
Radiology Report 1
Discharge Summary

WEEK 11
Quali-Care Report 1A
Quali-Care Report 2
Quali-Care Report 4

WEEK 12
Quali-Care Report 8
Quali-Care Report 9

WEEK 13
Quali-Care Report 12
Quali-Care Report 13
Quali-Care Report 16

WEEK 14
Quali-Care Report 17
Quali-Care Report 20
Quali-Care Report 21

WEEK 15
Quali-Care Report 23
Quali-Care Report 24
STUDENT LEARNING OUTCOMES: Upon successful completion of this course, the student will be able to:

1. Illustrate and explain the content and purpose of chart notes, history and physical examination reports, letters, x-ray reports, and consultations.

2. Use reference resources.

3. Transcribe medical reports using correct capitalization, numbers, punctuation, abbreviations, symbols, and metric measurement rules according to The AAMT Book of Style for Medical Transcription.

4. Correctly spell the English and medical terms and abbreviations presented in the dictation tapes and textbook.

5. Produce correct and accurate medical transcription reports within given time constraints.

6. Proofread and edit medical documents.

7. Demonstrate critical thinking and decision-making skills.

Students should strive to produce mailable documents.

Mailable documents:
- Have no spelling errors
- Have no punctuation errors
- Have no grammatical errors
- Contain accurate and complete information
- Follow the originator’s directions
- Have no incorrect word usage
- Have no typographical errors
- Have no word division errors
- Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations, reference initials.)

INSTRUCTIONAL METHODS TO COMPLETE OUTCOMES:
Students should read the information in the textbook for each particular case study, report, or correspondence they’re working on before transcribing the particular document. They should study the terms used and correct format before transcribing the documents. Students will complete the Case Studies for Hillcrest Medical Center and Outpatient Reports for Quali-Care Clinic.

NOTE: Students will format all documents on the computer using Microsoft Word 2013 software. No documents will be accepted that’s been done in Word 2007 or Word 2010. This will enable students to get more practice using their word processing skills.
Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.

**EVALUATIVE METHODS TO APPRAISE OUTCOMES:**
Case studies and outpatient reports will be graded using the attached grading scale. Case studies will count as 60% of the final grade for the semester. Outpatient reports will count as 40% of the final grade for the semester.

**LESSON FORMAT:**
Students will transcribe the assigned documents for Hillcrest Medical Center and Quali-Care Clinic. Students are to print and turn in the documents for the case studies and outpatient reports as they transcribe them. In order for the instructor to keep you aware of your progress, you should not hold your work.

**GRADING CRITERIA:**
All transcripts will be graded. The student will receive a numeric grade on each document, with the grades on each individual document averaged to determine the case study grade. Case studies will count as 60% of the final grade for the semester. Each individual outpatient report will receive a numeric grade that will count 40% of the final grade for the semester.

**Note:** As you transcribe the documents, you should strive for mailable documents. This means that your documents should not contain any errors.

**One point will be deducted for each error made on all documents.**

**FINAL GRADE FOR THE SEMESTER WILL BE COMPUTED AS FOLLOWS:**

<table>
<thead>
<tr>
<th></th>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Case Studies 60%</td>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>Outpatient Reports 40%</td>
<td>B</td>
<td>85 - 92</td>
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<tr>
<td></td>
<td>C</td>
<td>77 - 84</td>
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<tr>
<td></td>
<td>D</td>
<td>70 - 76</td>
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<tr>
<td></td>
<td>F</td>
<td>69 or below</td>
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**TECHNOLOGY REQUIREMENTS:**
Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2013 software. All assignments must be turned in at the beginning of class the following week. No assignment will be accepted past the beginning of class.

Example: Week 1 assignments due beginning of class of Week 2; Week 2 assignments due beginning of class of Week 3, etc. Students are aware of their course requirements from the first day of class and are responsible for turning their assignments in on time.