

**MA 170A Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: MA 170A Title: BEG MED TRANSCRIPTION

Full Title: Beginning Medical Transcription

Last Reviewed: 9/19/2005

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	2.00	Lab Scheduled	1.50	8	Lab Scheduled	26.25
		Contact DHR	1.50		Contact DHR	26.25
		Contact Total	4.00		Contact Total	70.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 105.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 70A

**Catalog Description:**

Involves the transcription of basic medical dictation most frequently encountered in a physician's office. Students use transcription machines and computers. Students apply principles of English grammar, punctuation, spelling and proofreading, improve keyboarding skills, and use of medical terminology.

**Prerequisites/Corequisites:**

Course Completion of HLC 160 ( or HLC 60)

**Recommended Preparation:**

Course Completion of CS 101B ( or CIS 101B) and Course Completion of BGN 102 ( or BOT 153) and Course Completion of CS 65.11A ( or BOT 73.10A) and Course Completion of ENGL 100 OR Course Eligibility for EMLS 100 ( or ESL 100)

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Transcription of medical reports, letters and chart notes using transcribing machine and computers. Covers principles of English grammar, spelling and punctuation. (Grade Only)

Prerequisites/Corequisites: Course Completion of HLC 160 ( or HLC 60)

Recommended: Course Completion of CS 101B ( or CIS 101B) and Course Completion of BGN 102 ( or BOT 153) and Course Completion of CS 65.11A ( or BOT 73.10A) and Course Completion of ENGL 100 OR Course Eligibility for EMLS 100 ( or ESL 100)

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

### **COURSE CONTENT**

#### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Describe several historical facts relating to the development of and importance of medical records.
2. Describe at least five skills basic to medical transcription and explain the importance of accurate use of medical terminology.
3. Utilize computers, word processing applications, dictation tapes and transcription machines in transcribing letters, chart notes and medical reports.
4. Demonstrate the ability to capitalize words accurately from copy prepared in lower case letters.
5. Demonstrate the ability to use proper punctuation marks on unpunctuated copy.
6. List special uses of capital letters in the preparation of medical reports and correspondence.
7. Name at least four reference materials available to the medical transcriptionist for clarifying unfamiliar medical terminology.
8. Recognize the three basic formats for letter preparation, name the basic parts of a business letter, and identify the specific qualities that make a letter mailable.
9. Proofread and mark own work demonstrating accurate use of format proofreader's symbols, and analyze personal errors and problems in transcribing.
10. Recognize homonyms, identify medical terms with silent letters and French and unusual medical terms.
11. Prepare medical chart notes, demonstrating methods of preparation and

types of chart notes.

12. Compose letters and memos for a variety of circumstances; e.g., letter of acknowledgement, appointment change, collection letter, return to work, and letter concerning lab results.

13. Keyboard medical reports and letters with greater speed and accuracy demonstrated by timed writings.

14. Demonstrate listening skills and medical terminology vocabulary development by producing increasingly accurate medical transcription.

## **Topics and Scope:**

### **I. Introduction to Medical Transcription**

A. History and importance of medical records

B. Transcription as a career

C. Required skills and certification

### **II. Equipment**

A. Computers, and other equipment for medical transcription

B. Transcription/dictation machines and tapes

C. Computer software

### **III. Punctuation Skill Development**

### **IV. Capitalization Skill Development**

### **V. Letter Transcription**

A. Qualities of a mailable letter

B. Letter mechanics (parts) and formats

### **VI. Proofreading and Making Corrections**

A. Accuracy and common errors

B. Formal proofreader's marks

C. Legal Corrections

### **VII. Spelling and Use of Reference Materials**

A. Reference sources

1. Medical dictionaries and various word books

2. Physician's Desk Reference and American Drug Index

B. Spelling pretest

C. Spelling rules

D. Most commonly misspelled words

### **VIII. Medical Chart Notes**

A. Types and formats

### **IX. Composing Business Letters**

A. Techniques and skills

B. Types

C. Abstracting from patient's charts

D. Reference materials

## **Assignment:**

1. Written homework: Completion of workbook materials and written assignments including:

a. Approx. 1-10 punctuation, spelling, and capitalization exercises; 1-4 homonym and unusual medical term recognition exercises;

b. Create 2-10 spelling and medical vocabulary lists to study for quizzes.

2. Writing assignments: Preparation of Student Transcriptionist's Notebook including listings of terms and abbreviations difficult to spell, define or capitalize.
3. Skill demonstration:
  - a. Completion of 3-5 timed writings to demonstrate transcription speed and error analysis;
  - b. Completion of 5-20 medical chart notes;
  - c. Composition of 5-10 sentences, paragraphs and memos for a variety of medical circumstances, e.g., appointment change, collection letter.
  - d. Completion of 4-8 transcription exercises for each chapter.
  - e. Completion of Transcription Analysis Checklist for each completed transcription.
- f. Two one-page medical letter compositions.
- g. Oral presentation of compositions.
- h. Quizzes (6-8); final exam.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Notebook; medical letters.

Writing  
20 - 30%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Transcription; oral presentation.

Skill Demonstrations  
40 - 50%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, Matching items, Medical transcription from dictation.

Exams  
20 - 30%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

MEDICAL TRANSCRIPTION by Ettinger & Ettinger. Emc Pub, 2003.  
MEDICAL WORD BOOK by Drake & Sloane. 2004.

