

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

Dept and Nbr: MA 170C Title: ADV MED TRANSCRPTN

Full Title: Advanced Medical Transcription

Last Reviewed: 9/19/2005

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	9	Lecture Scheduled	18.00
Minimum	3.00	Lab Scheduled	4.00	9	Lab Scheduled	36.00
		Contact DHR	7.00		Contact DHR	63.00
		Contact Total	13.00		Contact Total	117.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 36.00

Total Student Learning Hours: 153.00

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 71

**Catalog Description:**

Designed to introduce the student to the demands of acute hospital transcription. Students keyboard actual physician dictation of graduated difficulty from a variety of medical specialties. Application of medical terminology in the medical specialties.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in MA 170B ( or MA 70B or MSR 70B)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Typing physicians' dictation of graduated difficulty from a variety of medical specialties using cassette tapes, transcribing machines & computers. (Grade Only)

Prerequisites/Corequisites: Course Completion or Current Enrollment in MA 170B ( or MA 70B or MSR 70B)

Recommended: Eligibility for ENGL 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>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**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. Utilize various formats to prepare history and physical reports, operative reports, pathology reports, discharge summaries, consultation reports, and radiology reports used by physicians in preparing patients' hospital records.
2. Identify, spell and accurately incorporate medical terminology distinctive to specific specialties when producing medical reports from physician dictation.
3. Write the meanings, medical abbreviations and/or spellings from a given list of medical terms distinctive to medical specialties.
4. Utilize an increasingly diverse array of reference sources available to hospital transcriptionists.
5. Develop a transcriptionist's notebook for medical terminology analysis.
6. Analyze and deal with increasingly difficult dictations; e.g., fast, slow, accents, omissions and errors.
7. Identify and utilize terminology for common procedures, instruments, and anesthetics related to the various specialties.
8. Improve proofreading skills and analyze personal errors and problems in transcribing.
9. Use problem-solving techniques to identify ethical and legal issues pertaining to transcribing medical reports.
10. Demonstrate listening skills and medical terminology vocabulary development by producing increasingly complex transcription copy.
11. Identify drug classifications and correctly spell commonly used medications within a broad range of specialties.
12. Based on subsequent repeats, student will:
  - a. Analyze and deal with increasingly difficult dictation
  - b. Improve proofreading skills

- c. Produce increasingly complex transcription copy with decreasing errors

## **Topics and Scope:**

- I. Transcriptionist's Legal and Ethical Responsibilities when Dealing with Medical Records
  - A. Differentiation of ethical from legal behaviors
  - B. Problem-solving - ethical issues
  - C. Problem-solving - legal issues
- II. Terminology Specific to Major Medical Specialties
- III. Terminology Specific to Surgery
  - A. General surgery and other surgical specialties
  - B. Common procedures, instruments, and anesthetics
- IV. Formats of Major Hospital Reports: consultation, operative report, discharge summary, radiology and pathology report
- V. Transcription Listening Skill Development
  - A. Transcription of increasingly complex dictation
  - B. Dealing with difficult dictation; fast, slow, language accents, omissions, errors
  - C. Identification of report format from miscellaneous dictations.
- VI. Transcription Typing Skill Development
  - A. Timed typing of medical terminology and reports to improve typing speed and accuracy
  - B. Repetition of familiar terminology and report formats to improve accuracy and typing speed
  - C. Proofreading and analysis of transcription by student to analyze and reduce errors
- VII. Reference Source Identification and Utilization
  - A. New references and websites for transcriptionists
  - B. Student transcriptionist's notebook
- VIII. Pharmacology Terms and Classifications in Transcription
  - A. Names
  - B. Classifications
  - C. Dosages
  - D. Common uses

## **Assignment:**

1. Transcription of 80-100 physician-dictated medical reports within a variety of medical specialties. Dictations will include medical terminology of increasing complexity within the medical specialties; dictators will include slow, fast, accented, and other problematic challenges of transcription.
2. Completion of written assignments including:
  - a. Problem-solving several ethical and legal issues, 5-20 questions relating to 8-10 medical specialties.
  - b. 5-10 word lists: study meaning, spelling and pronunciation.
3. Skill demonstration of transcription, proofreading and error analysis, utilizing timed writings and transcription analysis checklists.
4. Student-kept transcription notebook of terms difficult to spell, use or capitalize, including abbreviations.

5. Reference source utilization, documented by answering 5-20 questions and completing 4-6 web site access assignments.
6. Reading: 5-10 pages weekly of pharmacology with 2-6 pages of written homework.
7. Quizzes (3-8); 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.

Writing  
10 - 20%

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

Ethical issues.

Problem solving  
5 - 15%

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

Medical transcription.

Skill Demonstrations  
60 - 70%

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

Multiple choice, Matching items, Transcription from dictation.

Exams  
15 - 20%

**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

ADVANCED MEDICAL TRANSCRIPTION. By Destafano & Federman, Saunders. 2003

AAMT MODULES FOR GENERAL MEDICINE, GENERAL SURGERY. American Association

of Medical Transcription. 1990

PHARMACEUTICAL WORD BOOK. By Drake & Drake, Saunders. 2004