

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

Dept and Nbr: MA 170B Title: INTERMED MED TRANSC

Full Title: Intermediate Medical Transcription

Last Reviewed: 9/19/2005

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	2.00	Lab Scheduled	3.00	8	Lab Scheduled	24.00
		Contact DHR	3.00		Contact DHR	24.00
		Contact Total	8.00		Contact Total	64.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 96.00

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 70B

**Catalog Description:**

Designed to introduce the student to the medical reports, formats, and vocabulary required to transcribe medical dictation in the hospital, medical office, or from home as an Independent Medical Transcriptionist. Students use transcription machines and computers to transcribe physician dictation of graduated difficulty using a variety of medical reports. Includes principles of English grammar, punctuation, spelling, and use of medical terminology and keyboarding skills.

**Prerequisites/Corequisites:**

Course Completion of MA 170A ( or MA 70A or MSR 70A or MSR 70) and Course Completion of MA 162 ( or MA 62 or MSR 62B)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Introduces the student to transcription skills required in the hospital, clinic & medical office. Includes transcription of dictations of medical reports of graduated difficulty

using transcribing machines and computers; principles of English grammar, punctuation, spelling and the language of medicine. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 170A ( or MA 70A or MSR 70A or MSR 70) and Course Completion of MA 162 ( or MA 62 or MSR 62B)

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 students will be able to:

1. Demonstrate listening skill and medical terminology vocabulary development by producing increasingly complex transcription copy with decreasing errors.
2. Transcribe from physician-dictated medical reports, including consultations, operative reports, discharge summaries, histories and physicals.
3. Utilize at least five reference sources available to transcriptionists.
4. Utilize proper vocabulary and spelling skills and recognize homonyms, eponyms, and antonyms used in English and medicine.
5. Recognize when a number should be typed as a figure, word or Roman numeral.
6. Recognize 150-300 abbreviations commonly used in medical dictation, state meanings of 90-150 abbreviations, and name 2-4 reference sources for identification of unfamiliar abbreviations.
7. Construct plural and adjective endings on a variety of medical terms.
8. Prepare a history and physical using a variety of acceptable styles.
9. Explain what information appears in various medical reports; e.g., operative, pathology, radiology, consultation.
10. Transcribe medical reports with increasing speed and accuracy.
11. Alphabetically organize a transcriptionist's notebook, adding

unfamiliar spellings, capitalizations, pronunciations, and uses.

## **Topics and Scope:**

- I. English spelling
  - A. Rules
  - B. Frequently misspelled words
- II. Medical spelling
  - A. Rules
  - B. Unusual words
  - C. Drug names
- III. Reference material uses
  - A. Medical dictionaries and specialized wordbooks
  - B. Web sites with transcription resources
  - C. Students' transcriptionist notebook
- IV. Transcribing numbers, figures and abbreviations
  - A. Listening skills: "You hear...You type"
  - B. Symbols
  - C. Numbers vs. figures
  - D. Abbreviations reference (list)
- V. Word endings
  - A. Forming plurals of medical terms
  - B. Noun endings
  - C. Adjective endings
- VI. Antonyms, Eponyms, and Homonyms
- VII. Preparation of a history and physical
  - A. Formats
  - B. Data included
- VIII. Preparation of various medical reports
  - A. Formats and data included
  - B. Types
    1. discharge summary
    2. operative report
    3. pathology report
    4. radiology report
    5. consultation report
    6. autopsy report

## **Assignment:**

1. Transcription of 40-60 physician-dictated medical reports within a variety of medical specialties. Dictations will include medical terminology of increasing complexity within the medical specialties.
2. Completion of chapter written assignments including:
  - a. 5-30 sentence-restructuring questions, composition of 5-20 paragraphs and letters; problem-solving 1-5 ethical and legal issues; 5-20 questions relating to reference work.
  - b. 5-20 word lists: study meaning, spelling and pronunciation.
3. Skill demonstration of transcription, proofreading and error analysis actions, utilizing timed writings and transcription analysis.
4. Student-kept transcription notebook of terms difficult to spell,

- use or capitalize, including abbreviations.
5. Reference source utilization, documented by answering 15-20 questions and completing 4-6 website access assignments.
  6. Quizzes (6-8) and a 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 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Medical transcription.	Skill Demonstrations 55 - 70%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, Matching items, Medical transcription from dictation.	Exams 15 - 20%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%
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### Representative Textbooks and Materials:

MEDICAL TRANSCRIPTION. Ettinger, Blanche and Ettinger, Alice. Emc Pub, 2003.

SURGICAL WORD BOOK. By Tessier, W.B. Saunders. 2004