

**MSR 71 Course Outline as of Fall 1981****CATALOG INFORMATION**

Dept and Nbr: MSR 71 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	5.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled 35.00
Minimum	5.00	Lab Scheduled	9.00	17.5	Lab Scheduled 157.50
		Contact DHR	0		Contact DHR 0
		Contact Total	11.00		Contact Total 192.50
		Non-contact DHR	0		Non-contact DHR 0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 262.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 33 - 3 Enrollments Total

Also Listed As:

Formerly:

**Catalog Description:**

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

**Prerequisites/Corequisites:**

Medical Secretary/Receptionist 62A (or Health Care 60 and 1 unit of Anatomy 51) and MSR 62B, 70A and 70B or equivalent or instructor's approval; typing speed of 60 wpm on a 5-minute timed writing or concurrent speed-building course.

**Recommended Preparation:**

Eligibility for English 100A or equivalent; BOT 77.3.

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

Description: Preq: MS/R 70 or equiv, MS/R 62A & 62B or equiv, all with "C" or better; five-min timed typing speed of 60 wpm; previous use of dictating equip; adv knowledge of Wordstar or Word Perfect. Typing physicians' dictation of graduated difficulty from a variety of medical specialties using cassette tapes, transcribing machines & word processors. (Grade only) (Grade

Only)  
 Prerequisites/Corequisites: Medical Secretary/Receptionist 62A (or Health Care 60 and 1 unit of Anatomy 51) and MSR 62B, 70A and 70B or equivalent or instructor's approval; typing speed of 60 wpm on a 5-minute timed writing or concurrent speed-building course.  
 Recommended: Eligibility for English 100A or equivalent; BOT 77.3.  
 Limits on Enrollment:  
 Transfer Credit: CSU;  
 Repeatability: 3 Enrollments Total

**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>	Transferable	Effective: Fall 1981	Inactive: Spring 2006
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**  
 Not Certificate/Major Applicable

**COURSE CONTENT**

**Outcomes and Objectives:**

- The students will:
1. Utilize various formats to prepare history and physical reports, operative reports, pathology reports, discharge summaries, consultation reports, radiology reports, and autopsy protocols used by hospitals and physicians in preparing patient's hospital records.
  2. Identify, spell and accurately incorporate medical terminology distinctive to certain specialties when producing medical reports originating 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 five reference sources available to hospital transcriptionists.
  5. Develop a transcriptionist's notebook for medical terminology analysis.
  6. Analyze and deal with difficult dictations; i.e., fast, slow, American regional and foreign accents, omissions and errors.
  7. Identify and utilize surgical terminology related to the various specialties; i.e., common procedures, instruments, and anesthetics.
  8. Improve proofreading skills and analyze personal errors and problems in transcribing by utilizing the Transcription Analysis Checklist.
  9. Use problem-solving techniques to identify three ethical and three legal issues pertaining to transcribing medical reports.

10. Demonstrate listening skills and medical terminology vocabulary development by producing increasingly complex transcription copy with fewer than 4 errors per page.

### **Topics and Scope:**

1. 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.
2. Terminology Specific to Certain Specialties.
  - A. Cardiology.
  - B. Gastroenterology.
  - C. Obstetrics and gynecology.
  - D. Neurology.
  - E. Orthopedics.
  - F. Ophthalmology.
  - G. Otorhinolaryngology.
  - H. Oncology.
  - I. Pathology.
  - J. Psychiatry.
  - K. Radiology.
  - L. Urology and nephrology.
  - M. Hematology.
3. Terminology Specific to Surgery.
  - A. General surgery.
  - B. Surgical terminology of the specialties listed.
  - C. Common procedures.
  - D. Instruments.
  - E. Anesthetics.
4. Formats of Major Hospital Reports.
  - A. History and physical.
  - B. Consultation.
  - C. Operative report.
  - D. Discharge summary.
  - E. Pathology report.
  - F. Radiology report.
  - G. Others.
5. 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.
6. 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.
7. Reference Source Identification and Utilization.

- A. Published reference works.
- B. Student Transcriptionist's Notebook.
- C. Other.

**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 male, female, 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 actions, 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.

**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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

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

Lab reports

Problem solving  
5 - 15%

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

Class performances, TRANSCRIPTION FROM DICTATION

Skill Demonstrations  
60 - 70%

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

Multiple choice, True/false, Matching items, Completion, 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:**

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MEDICAL TYPING AND TRANSCRIBING TECHNIQUES AND PROCEDURES by Diehl and

Fordney, 3rd ed., 1991

STYLE GUIDE FOR MEDICAL TRANSCRIPTION by Pitman, AAMT, 1985

SUM PROGRAM FOR TRAINING MEDICAL TRANSCRIPTIONISTS, Health Professions Institute, 1989