

MSR 70A Course Outline as of Spring 1991**CATALOG INFORMATION**

Dept and Nbr: MSR 70A Title: INTRO MED TRANSCRIP

Full Title: Introduction to Medical Transcription

Last Reviewed: 9/19/2005

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	8	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

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: MSR 70

Catalog Description:

Involves the transcription of medical dictation most frequently encountered in a physician's office. Students use cassette transcribing machines and computers with word processing software. Students apply principles of English grammar, punctuation, spelling and proofreading; improve keyboarding skills; and apply the knowledge of the language of medicine.

Prerequisites/Corequisites:

MS/R 62A (or HL C 60 and Anat 51) or instructor approval; BOT 77.3 or knowledge of WordPerfect software; BOT 50A and 50B or 55 or typing speed of 40 wpm on a 5-minute timed writing; completion of or concurrent enrollment in MS/R 62B.

Recommended Preparation:

Eligibility for English 100A or equivalent.

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

Description: Preq: MS/R 62A or HL C 60 & ANAT 51, or instructor approval; BOT 77.3 or knowledge of WordPerfect software; BOT 50A & 50B or 55, or typing speed of 40 wpm on a 5-minute timed writing; completion of or concurrent enrollment in MS/R 62B. Recomm:

Eligibility for Engl 100A or equiv. Transcription of medical reports, letters & chart notes using cassette transcribing machine & word processors; principles of English grammar, spelling & punctuation. (Grade only) (Grade Only)

Prerequisites/Corequisites: MS/R 62A (or HL C 60 and Anat 51) or instructor approval; BOT 77.3 or knowledge of WordPerfect software; BOT 50A and 50B or 55 or typing speed of 40 wpm on a 5-minute timed writing; completion of or concurrent enrollment in MS/R 62B.

Recommended: Eligibility for English 100A or equivalent.

Limits on Enrollment:

Transfer Credit: CSU;

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Spring 1987	Inactive: Spring 2006
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Describe several historical facts relating to the development of and importance of medical records.
2. Explain five skills basic to medical transcription and describe 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, and show knowledge of punctuation rules by writing the rule which relates to a given illustration of the rule in use.
6. List five special uses of capital letters in the preparation of medical reports and correspondence.
7. Name four reference materials available to the medical transcriptionist for clarifying unfamiliar medical and business 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. Prepare a two-page letter following the rules for multiple-page letters.
10. Proofread and mark own work demonstrating accurate use of format proofreader's symbols, and analyze personal errors and problems in transcribing by utilizing the Transcription Analysis Checklist.
11. Recognize homonyms, identify medical terms with silent letters, note French and unusual medical terms.
12. Organize a transcriptionist's notebook, alphabetically, adding unfamiliar spellings, capitalizations, or uses.
13. Prepare medical chart notes, demonstrating three methods of preparation, and three types of chart notes.
14. Compose letters and memos for a variety of circumstances; i.e. letter of acknowledgement, appointment change, collection letter, return to work, letter concerning lab results.
15. Type medical reports and letters with greater speed and accuracy demonstrated by timed writings.
16. Demonstrate listening skills and medical terminology vocabulary development by producing increasingly complex transcription copy with fewer than 2 errors per page.

Topics and Scope:

1. Introduction to Medical Transcription.
 - A. History and importance of medical records.
 - B. Transcription as a career.
 - C. Required skills.
 - D. Certification.
2. Equipment.
 - A. Computers, word processors, typewriters.
 - B. Transcription/dictation machines.
 - C. Computer software.
3. Punctuation Skill Development.
4. Capitalization Skill Development.
5. Letter Transcription.
 - A. Qualities of a mailable letter.
 - B. Letter mechanics (parts).
 - C. Letter formats.
 - D. 2-page letters.
 - E. Envelopes.
6. Proofreading and Making Corrections.
 - A. Accuracy and common errors.
 - B. Formal proofreader's marks.
 - C. Corrections.
7. Spelling and Use of Reference Materials.
 - A. Reference sources.
 1. medical dictionary.
 2. Physician's Desk Reference and American Drug Index.
 3. Student's transcriptionist notebook.
 - B. Spelling pretest.
 - C. Spelling rules.
 - D. Most commonly misspelled words.

1. medical spelling.
 2. french medical spelling.
 3. unusual medical terms/eponyms.
 4. drug names.
 5. most commonly misspelled medical words.
8. Medical Chart Notes.
- A. Types.
 - B. Formats.
9. Composing Business Letters and Memos.
- A. Techniques and skills.
 - B. Types.
 - C. Abstracting from patient's charts.
 - D. Reference materials.

Assignment:

1. Completion of workbook materials and written assignments for approx. 8 chapters including:
 - A. Approx. 1-10 punctuation, spelling, and capitalization exercises; 1-4 homonym and unusual medical term recognition exercises; preparation of approx. 5-20 medical chart notes; composition of 5-10 sentences, paragraphs and memos for a variety of medical circumstances, i.e. appointment change, collection letter, etc.
 - B. Completion of approx. 4-8 transcription exercises for each of the 8 chapters.
2. Study of 2-10 spelling and medical vocabulary lists and quizzes.
3. Preparation of Student Transcription's Notebook, including listings of terms and abbreviations difficult to spell, define or capitalize.
4. Completion of Transcription Analysis Checklists for each completed transcription.
5. Oral presentation of 2 one-page medical letter compositions.
6. 5 timed writings to demonstrate transcription speed and error analysis.

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

Writing
10 - 20%

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

Homework problems, Exams

Problem solving
5 - 10%

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

Class performances, TRANSCRIPTION/WORD PROCESSING

Skill Demonstrations
40 - 50%

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

Multiple choice, Matching items, Completion, TRANSCRIPTION FROM DICTATION

Exams
20 - 25%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:

MEDICAL TYPING AND TRANSCRIBING TECHNIQUES AND PROCEDURES by Diehl and Fordney, 3rd ed., W.B. Saunders Co., 1991.