

Medical Transcription I - AH 222

3 Credits

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Prerequisites:

Medical Terminology - AH 171

Pharmacology - PHRM 215

Medical Disorders - AH 134

Course Description: This course is an introduction to basic medical transcription through the process of transcribing medical dictation and completing related assignments.

Transcription skills emphasizing correct use of grammar, punctuation and spelling are studied. Basic transcription practice that includes a variety of dictated medical reports is also included. An emphasis on AHDI (formerly AAMT, American Association of Medical Transcription) style and format is included.

The student will gain exposure to the following specialties by transcribed reports and assignments: dermatology, urology, gastroenterology, cardiology, pulmonary medicine, endocrinology, orthopedics, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology

Required Text:

Medical Transcription Fundamentals and Practice 3rd edition; Health Professions Institute.
ISBN 0-13-188143-4 (includes a CD-Rom)

Medical dictionary (Stedman's, Dorland's, Mosby's)

Pharmaceutical drug reference (Quick Look Drug Book or Saunders Drake and Drake)

USB foot pedal ordered MSU-B Bookstore or from Health Professions Institute

Course Objectives: It is expected that students will be able to:

- The student will apply proper English usage including proper grammar, punctuation, and style, and the use of correct spelling, and sentence structure.
- The student will accurately use grammar and style references for research.
- The student will apply correct medical transcription rules of style according to the AHDI Book of Style, 3rd Edition.
- The student will accurately use medical language and structure.
- The student will identify, pronounce, spell, define, and understand medical terminology related to human structure and function, general medicine and surgery, medical and surgical specialties, diagnostic and interventional procedures, laboratory and pathology medicine, and medications.
- The student will accurately transcribe a total of 360 minutes of actual physician dictation applying knowledge in English, medical knowledge, technology, healthcare documentation, and professional practice.
- The student will demonstrate the ability to proofread and correct a transcribed healthcare document.

- The student will be able to identify and flag inconsistencies or discrepancies in the dictation.
- The student will understand the need for productivity and quality standards.
- The student will understand the importance of the need for continuing education and professional medical transcription certification.
- The student will understand the various types of dictation equipment and understand how to use this equipment.
- The student will understand and apply correct ergonomic habits.

Nature, Technology, and Beyond: The student will use up-to-date technology as it applies to medical transcription. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Course Requirements and Evaluation:

- ♦ The student will be expected to complete all assignments.
- ♦ All chapter assignments will be completed in the order they are presented.
- ♦ Quizzes are open note, open book.
- ♦ A final exam will be completed at the conclusion of 17 chapters.
- ♦ A letter grade will be awarded upon the completion of the course.