



Medical Transcription 1-AH222

16-week Course

Number of credits: 3

Course Prefix/Number/Title: AH 222 – Medical Transcription

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

Pre-Requisites: AH 134 Medical Disorders, AH 171 Medical Terminology

Co-Requisites: PHARM 215 Introduction to Pharmacology

Course Objectives: Upon completion of the course, the student should be able to:

- Transcribe medical reports without critical patient care errors. Develop speed and accuracy in transcribing medical reports.
- Utilize reference materials and other resources efficiently and faithfully.
- Learn and use editing and proofreading techniques.
- Recognize and use various report formats.
- Learn and apply the AHDI Rules of Style in transcribed reports.
- Produce accurate and error-free documents.

Students are expected to submit all weekly assignments and quizzes. All chapters will be completed in the order presented. Students may work ahead but once a due date has passed, the quizzes are no longer accessible and the transcription assignments are worth only half credit.

A final grade will be based on the quizzes, weekly transcription assignments, and final exam. A computer, headset, and foot pedal are required for completion of weekly assignments. Printer access is also very helpful.

Instructor: Wyatt Gage

Office: Online

Office Hours: Online, by appointment only

Phone: 801-592-1235

Email: Use the Course Messages tool on the left panel in Blackboard. A response from the instructor can usually be expected with 24 hours.

Lecture/Lab Schedule: Online, by appointment

Textbook and Materials:

- Medical Transcription Fundamentals and Practice 4th Edition (ISBN: 978-0-13-298814-8)
- Pharmaceutical drug reference
- Medical Dictionary: Stedman's or Dorland's preferred. Taber's acceptable.
- USB Foot Pedal
- Headset compatible with student's computer

- Printer access is also a good idea if possible.

All of the above required materials can be ordered over the phone through the Dakota College at Bottineau Bookstore by using your credit card or making other financial arrangements by calling 701-228-5458.

Course Requirements:

- The student is expected to read the chapter.
- The student is expected to review the PowerPoint slides.
- The student is expected to complete the chapter quizzes, exams, and assignments.
- Once the quiz or test due date has passed, it will not be reopened.
- Late assignments will be docked 10% per day. I do understand that emergencies happen, so please communicate with me. Arrangements can be made for a new due date following an emergency or unforeseen circumstance, but **ONLY** if arrangements are made before the original due date. There is a cut-off date of one week following an assignment due date. If assignments are not submitted within seven days following the due date no credit will be given unless arrangements have been made previously.
- A comprehensive final exam will be completed at the conclusion of 17 chapters.
- A letter grade will be awarded upon the completion of the course.

Tentative Course Outline:

Topic 1: Chapter 1 reading, PowePoint, Quiz
 Topic 2: Chapter 2 and 3 reading, PowePoint, and Chapter Quizzes
 Topic 3: Chapter 4 reading, PowePoint, Quiz
 Topic 4: Chapter 5 reading, PowePoint, Quiz
 Topic 5: Chapter 6 reading, PowePoint, Quiz
 Topic 6: Chapter 7 reading, PowePoint, Quiz
 Topic 7: Chapter 8 reading, PowePoint, Quiz
 Topic 8: Chapter 9 reading, PowePoint, Quiz
 Topic 9: Chapter 10 reading, PowePoint, Transcription Assignment, Quiz
 Topic 10: Chapter 12 reading, PowePoint, Transcription Assignment, Quiz
 Topic 11: Chapter 13 reading, PowePoint, Transcription Assignment, Quiz
 Topic 12: Chapter 14 reading, PowePoint, Transcription Assignment, Quiz
 Topic 13: Chapter 15 reading, PowePoint, Transcription Assignment, Quiz
 Topic 14: Chapter 16 reading, PowePoint, Transcription Assignment, Quiz
 Topic 15: Chapter 17 reading, PowePoint, Transcription Assignment, Quiz
 Topic 16: Chapter 18 reading, PowePoint, Transcription Assignment, Quiz
 Topic 17: Chapter 19 reading, PowePoint, Quiz

General Education Goals/Objectives: General education exists on the DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change.

Student Learning Competencies for students in AAS degree programs:

Students will:

1. Employ industry-specific skills in preparation for workplace readiness.
2. Combine general education and vocational skills curriculum.

Student Learning Competency for students in a certificate program:

Students will:

1. Employ industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus:

Nature

- Explains the relationship between humans and our environment and the role of science in our lives
- Works collaboratively with others
- Identifies the differences between healthy life choices and consequences of negative behaviors

Technology

- Demonstrates knowledge and application of technology in the medical assistant field
- Uses electronic resources for course related assignments and information
- Relates to the ever-changing technology in the health care arena

And Beyond

- Demonstrates effective communication
- Employs the principles of wellness
- Demonstrates the ability to create and analyze; synthesize relationships among society

Student E-mail Policy: Dakota College at Bottineau is increasingly dependent upon e-mail as an official form of communication. A student's campus-assigned e-mail address will be the only one recognized by the campus for official meetings. The liability for missing or not acting upon important information conveyed via campus e-mail rests with the student.

Classroom Policies and Evaluation: Final grades will be based on 595 points in this course.

- 6 chapter case studies worth 10 points each
- 17 chapter quizzes worth 10 points each
- 4 chapter exams worth 60 points each
- Final exam worth 125 points
- Late work will be accepted up to one week past it's due date with a 10% deduction
- All work must be submitted on or before the last day of class in order to receive credit

Grading Scale:

There are a possible of 1220 points in this course. The breakdowns by letter grade are shown below:

1098 to 1220 A (90%)

976 to 1097 B (80%)

854 to 975 C (70%)

732 to 853 D (60%)

731 or below is Failing.

Academic Integrity: All students are expected to adhere to the highest standards of academic integrity. Students must complete all work themselves. Cheating or plagiarism is a serious offense and is subject to disciplinary action by the instructor and the college administration. Please see campus policies online. All references used must be properly cited.

Disabilities and Special Needs: If you have a disability for which you need accommodations, you are encouraged to contact Jacalyn Migler of Disability Support Services at (701) 228-5672 and then your instructor to request disability support services as early as possible.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.