

COURSE OUTLINE
OFFI-270
Medical Transcription Techniques
3 Credits

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to apply the fundamentals of medical transcription including document formats and grammar and punctuation rules when transcribing letters, chart notes, emergency room notes, history and physical exams, and operative and specialty reports. This course may be completed in fewer than 14 weeks and may be started at any time during the fall, winter, and spring semesters. All of the work for this course (except tests) may be done outside of class. Prerequisites: OFFI-290 and CMSY-102.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Explain the ethical and legal responsibilities involved in creating medical reports.
2. Describe the operation of different types of dictation and transcription equipment.
3. Demonstrate the ability to use punctuation marks while preparing medical reports.
4. Demonstrate the ability to apply capitalization rules while preparing medical reports.
5. Demonstrate the ability to prepare accurately typed material containing numbers, symbols, and abbreviations commonly found in medical reports.
6. Format one- and two-page letters.
7. Demonstrate the ability to proofread and correct transcripts.
8. Construct plural and adjective endings of medical terms.
9. Match nouns with proper singular or plural verbs, recognize collective nouns, rewrite sentences that contain dangling or misplaced modifiers, and use parallel parts of speech in a sentence.
10. Demonstrate the proper procedure and format for transcribing a medical chart note, progress note, history and physical, discharge summary, operative report, pathology report, radiology report, consultation report, autopsy protocol, and medicolegal report.
11. Use reference materials to check unfamiliar medical terms and drug names.

Major Topics

- I. Ethical and Legal Responsibilities
 - A. Purpose of a medical report
 - B. Privileged and nonprivileged information
 - C. Guidelines for release of patient information; subpoenas
- II. Equipment and Technology
 - A. Dictation and transcribing equipment
 - B. Ergonomic factors
 - C. Speech recognition
 - D. Equipment for physically challenged persons
- III. Punctuation
 - A. Sentence formation
 - B. Commas, semicolons, and colons
 - C. Periods and decimals
 - D. Hyphens and dashes
 - E. Apostrophes

- IV. Capitalization
- V. Numbers, Symbols, and Abbreviations
- VI. Letter Transcription
 - A. Formatting one- and two-page letters
- VII. Proofreading
 - A. Importance of accuracy in medical records
 - B. Proofreader's symbols
 - C. Common errors
 - D. When to edit transcribed material
- VIII. Reference Books
 - A. Medical dictionaries and cross references
 - B. Software spell checkers
 - C. Web sites
- IX. Word Endings
 - A. Plurals, nouns, and adjectives
- X. Grammar Review
 - A. Homonyms
 - B. Pronouns and antecedents
 - C. Collective nouns
 - D. Dangling and misplaced modifiers
 - E. Parallel structure
 - F. Plurals and singulars
- XI. Medical Records and Reports
 - A. Chart notes and progress notes
 - B. History and physical
 - C. Miscellaneous medical reports: discharge summary, operative report, pathology report, radiology report, consultation report, autopsy protocol, and medicolegal report.

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- Written tests
- Transcription homework

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.