

COURSE OUTLINE
OFFI-293
Beginning Medical Transcription
3 Credits

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to transcribe medical reports from prerecorded, dictated material. This course may be completed in fewer than 14 weeks and may be started any time during the fall, winter, and spring semesters. All of the work for this course (except tests) may be done outside of class. Prerequisite: OFFI-270.

Overall Course Objectives

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

1. Demonstrate the ability to proofread and correct transcripts.
2. 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.
3. Use reference materials to check unfamiliar medical terms and drug names.

Major Topics

- I. Medical Specialties of Transcribed Material:
 - A. Family Practice
 - B. Cardiology
 - C. Urology
 - D. Diagnostic Imaging
 - E. Gastroenterology
 - F. Orthopedics
 - G. Pulmonary Medicine

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include unit exams and medical transcription exams.

- Written tests
- Transcription 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.