

COURSE OUTLINE
OFFI-297
Advanced 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 that is more rigorous and covers more medical specialties and reports than the dictation in OFFI-293 Beginning Medical Transcription. 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 completed outside of class. Prerequisite: OFFI-293.

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 diagnostic imaging reports, procedure reports, operative reports, death summaries, discharge summaries, ER department records, and radiation oncology consultations.
3. Use reference materials to check unfamiliar medical terms and drug names.

Major Topics

- I. Medical Specialties of Transcribed Material:
 - A. ER and Trauma Procedures
 - B. Gastroenterology
 - C. Cardiology
 - D. Internal Medicine
 - E. Pulmonary Medicine
 - F. Neurology/Neurosurgery
 - G. Obstetrics/Gynecology
 - H. Oncology
 - I. Pediatrics/Neonatology
 - J. Infectious Diseases
 - K. Ophthalmology
 - L. Psychiatry
 - M. Plastic Surgery
 - N. Medical Imaging/Interventional Radiology
 - O. Urology

Course Requirements

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

- Written tests
- Transcription homework
- Transcription tests

Other Course Information

Call 443-518-4876 between 9:00 a.m. and 3:00 p.m. for more information. This course is a business elective.