**Course Title** – Medical Transcription I  
**Course Prefix and Number** – MRMT 1307  
**Department** – Health Information Technology  
**Division** – Allied Health  
**Course Type:** (check one)  
☐ Academic General Education Course (from ACGM – but not in WCJC Core)  
☐ Academic WCJC Core Course  
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☑ or N ☐)  

**Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #**  
3:2:4

**Equated Pay hours for course - 4**

**Course Catalog Description** - Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

**Prerequisites/Co requisites** – HITT 1301 and HITT 1305 and ability to type 50 wpm or completion of POFT 1227.

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**Prepared by** Debbie Lutringer  
**Date** 09/17/2013

**Reviewed by Department Head** Debbie Lutringer  
**Date** 09/17/2013

**Accuracy Verified by Division Chair** Carol Derkowski  
**Date** 04/04/2014

**Approved by Dean or Vice President of Instruction** Amy LaPan  
**Date** 4-4-2014

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**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction):

A. Introduction
B. Operation and Care of Equipment
   1. Microprocessors
   2. Transcription units
C. Techniques of Transcribing
D. Basic Word Processing Commands
E. Correspondence
F. Format for clinical transcription--Source oriented and problem-oriented
   1. History and physical
   2. Progress notes
   3. Consultation
   4. Operation
   5. Radiology
   6. Pathology
   7. Discharge Summary
   8. EEG
   9. Interval Notes
   10. Short forms
   11. Ambulatory
   12. Emergency care
   13. Problem list
   14. Integrated progress notes
   15. EKG
   16. Autopsy
   17. Psychological evaluations
   18. Rehabilitation
   19. Pulmonary Function
   20. Other
G. Practical Applications
   1. Body Systems
      a. Integumentary
      b. Musculoskeletal
      c. Cardiovascular
      d. Respiratory
      e. Gastrointestinal
      f. Hemic and lymphatic
      g. Female reproductive
      h. Endocrine
      i. Nervous
      j. Organs of special sense
      k. Body of whole, including psyche
      l. Gynecology and Obstetrics
      m. Internal Medicine
      n. Endocrinology
      o. Neurology
      p. Neurosurgery
      q. Dentistry--Oral Surgery
      r. Pediatrics
      s. Ophthalmology
      t. Hematology
      u. Physical Medicine
      v. Oncology
      w. Psychiatry
      x. Others
H. Trends and Issues

II. Course Learning Outcomes
Learning Outcome
Upon successful completion of this course, students will:

| Perform transcription of actual physician dictation with the aid of reference materials; edit documents; and demonstrate increased speed and productivity. |
| Describe the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records. |

Methods of Assessment

| Transcription of medical reports; observation of use of reference materials. |
| Project/Discussion |

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.
Regular access to technology appropriate for www.courses.

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.
Classroom/Lab containing computers with word processing software and transcribing equipment. Instructor must have training and access to all appropriate technology for www.courses.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course
Grading scale:
93—100%  A
85—92%    B
78—84%    C
70—77%    D
69—0%     F

All reports and correspondence must be accurate and the student will be evaluated on the quality as well as the quantity produced. The student will transcribe the material and will turn in work for grading at the end of each class period. The student is expected to ask questions or seek help from the instructor as well as dictionaries and other references. The student will be expected to type all reports with proper placement on the page, and will proofread all work to be graded, and correct it. All work handed in by the student as a requirement will be evaluated. Students will complete 141 reports, each valued at 100 points apiece. Grades for the reports will be averaged for the final grade.

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   - Basic Intellectual Competencies
   - Perspectives
   - Exemplary Educational Objectives

☒ - WECM Courses
If needed, revise the Program SCANS Matrix & Competencies Checklist.