



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.

Course Title – Medical Transcription Fundamentals

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 - 3

List Lab/ Other Hours
Lab Hours 4
Clinical Hours
Practicum Hours
Other (list)

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/Corequisites - HITT 1301 and HITT 1305 and ability to type 50 wpm or completion of POFT 1227.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Debbie Lutringer, RHIA, CTR	Signature 	Date 9-14-07
Department Head Debbie Lutringer, RHIA, CTR	Signature 	Date 9-14-07
Division Chair Leigh Ann Collins, RDH, MAIS	Signature LAC	Date 9-20-07
Vice President Dr. Ty Pate	Signature 	Date 9-26-07



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non lecture instruction):

Introduction; operation and care of equipment; techniques of transcribing; basic word processing commands; correspondence; formats (POMR and SOMR) for clinical reports; practical applications; trends and issues in medical transcriptions.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Perform accurate transcription of actual physician dictation with the aid of reference materials.	Transcription of medical reports; observation of use of reference materials.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Health Professions Institute, Medical Transcription Fundamentals and Practice, 2nd Edition, Englewood Cliffs, NJ., Prentice Hall, Inc., 2000.
Taber’s Cyclopedic Dictionary, 19th Edition. Philadelphia : FA Davis Company, 2001.
Delmar’s Drug Reference for Health Care Professionals, 1st Edition. New York: Delmar-Thomson Learning, 2002.

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.

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 Final evaluation in the course will be based on grades achieved during the semester. The final evaluation will be on the following scale:

- 93 – 100% A
- 85 – 92% B

78 – 84% C
70 – 77% D
76 -- 0% F

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**
Attach the following:
 - Program SCANS Matrix
 - Course SCANS Competencies Checklist

SCANS Matrix

Program: Health Information Technology CIP: 51.0707									
LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1305	Medical Terminology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1301	Health Data Content & Structure
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1249	Pharmacology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MRMT 1307	Medical Transcription Fundamentals
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1441	Coding & Classification Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HITT 1345	Health Care delivery Systems
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1167	Practicum I
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2166	Practicum II
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HPRS 2301	Pathophysiology
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1355	Health Care Statistics
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 1353	Legal & Ethical Aspects of Health Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT1311	Computers In Healthcare
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2339	Health Information Organization & Supervision
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2435	Coding & Reimbursement Methodologies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2167	Practicum III
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HITT 2443	Quality Assessment & Performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
								COMPETENCY REFERENCES	
								8 Basic use of computers	
								7 Workplace Competencies: resources; interpersonal skills; information; systems; and technology.	
								6 Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	
								5 Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	
								4 Speaking and Listening: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	
								3 Arithmetic or Mathematics: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	
								2 Writing: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	
								1 Reading: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	



Course Prefix & Number: MRMT 1307	
SCANS COMPETENCIES FOR THIS COURSE	
Competency	Method of Assessment
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	transcription of reports, use of reference materials
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	transcription of reports
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	N/A
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	use of reference materials, class discussion
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	transcription of medical reports
6 PERSON QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	transcription of medical reports, interaction with classmates regarding transcription questions/issues.
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	transcription of medical reports, use of reference materials
8 BASIC USE OF COMPUTERS	transcription of medical reports