



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 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.

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

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

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



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
 - 2. Medical Specialties
 - a. Family Practice
 - b. Dermatology
 - c. Plastic Surgery
 - d. Orthopedic
 - e. Thoracic Surgery
 - f. Otorhinolaryngology
 - g. Cardiology
 - h. Vascular Surgery
 - i. Allergy
 - j. Cardiovascular Surgery
 - k. General Surgery
 - l. Gastroenterology
 - m. Urology
 - n. Gynecology and Obstetrics
 - o. Internal Medicine
 - p. Endocrinology
 - q. Neurology
 - r. Neurosurgery
 - s. Dentistry--Oral Surgery
 - t. Pediatrics
 - u. Ophthalmology
 - v. Hematology
 - w. Physical Medicine
 - x. Oncology
 - y. Psychiatry
 - z. Others
- H. Trends and Issues

II. Course Learning Outcomes

Learning Outcome	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>Perform transcription of actual physician dictation with the aid of reference materials; edit documents; and demonstrate increased speed and productivity.</p> <p>Describe the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records.</p>	<p>Transcription of medical reports; observation of use of reference materials.</p> <p>Project/Discussion</p>

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

Health Professions Institute, Medical Transcription Fundamentals and Practice, 3rd Edition, Englewood Cliffs, NJ., Prentice Hall, Inc., 2007.
Taber's Cyclopedic Dictionary, 21st Edition. Philadelphia : FA Davis Company, 2005.
Delmar's Drug Reference for Health Care Professionals, 1st Edition. New York: Delmar-Thomson Learning, 2002.
 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 proof read 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.