

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. ADSM

COURSE NUMBER:1190

NUMBER OF CREDITS: 4

Lecture: 3 Lab: 1 OJT: 0

Course Title:

Healthcare Documentation

Catalog Description:

Healthcare Documentation introduces medical formatting and transcription skills for medical documentation. Dictation is transcribed from various specialties. The basics of voice technology will be explored. Emphasis will be in developing and improving editing and proof reading skills.

Prerequisites or Necessary Entry Skills/Knowledge:

None

FULFILLS MN TRANSFER CURRICULUM AREA(S)

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered

Rules of transcribing abbreviations, classifications, laboratory data and values, medications, numbers, symbols, units of measure, and medical homonyms.
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Transcription and editing of healthcare documentation

Usage of reference materials

Voice recognition, processing and terminology.

Transcription techniques.

Student Learning Outcomes

Apply grammatical, abbreviation, symbols, and capitalization rules.

Utilize various English and medical reference resources.

Apply transcription and editing rules for healthcare documentation.

Identify and apply rules for medical abbreviations.

Identify and apply rules for transcribing medical classifications.

Identify and apply rules for expressing laboratory data and values.

Identify and apply rules for expressing medications.

Identify and apply rules for expressing units of measure.

Identify and apply rules for medical homonyms.

Identify and apply rules for number usage.

Identify generic and brand name medications.

Understand voice recognition, processing and terminology.

Is this course part of a transfer pathway: Yes **No**

***If yes, please list the competencies below**

Revised Date: 6/2021