

Minnesota West Instructor: Judy Christians
Community and Technical College

Medical Machine Transcription I

Course Description:

This course begins teaching transcription of dictated medical material into a variety of usable medical documents. The emphasis is on authentic forms and material; building typing speed and accuracy; proofreading and correcting errors. (2 credit, 1 lecture/presentation, 1 lab). Self study/self pacing is required!

Course focus:

This course utilizes practice exercises given on pre-recorded medical dictation tapes.

Text and References:

Essentials of Medical Transcription, A Modular Approach; Cindy Destafano and Fran Federman; and accompanying tape series

Course Goals:

The following list of course goals will be addressed in the course:

- A: Demonstrate the correct procedures for placing a recording in transcribing machine and for removing it.
- B: Manipulate the machine controls properly.
- C: Demonstrate ear-finger-foot coordination in transcribing material from the transcription equipment.
- D: Keep the word processor in motion while transcribing material from the transcription equipment.
- E: Transcribe mailable copy.
- F: Correctly use and spell words both in English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
- G: Supply the proper punctuation in dictated copy.
- H: Transcribe at or above the minimum acceptable transcription speed.
- I: Edit letters/transcription properly using proofreader's marks without changing meaning or dictator's style.
- J: Effectively use spelling checker feature of your word processing program, a dictionary, and other reference sources to assist in producing mailable or usable transcripts.

K: Transcribe medical report using correct format, using correct capitalization, number, punctuation, abbreviation, symbol and metric measurement rules.

L: Recognize the advantages of having current reference material and be able to use it effectively.

M: Identify and define the knowledge, skills, abilities and responsibilities required of a medical transcriptionist.

N: Recognize the importance of the confidential nature of medical reports.

O: Participate in class discussions.

P: Cooperative attitude with other students and instructor.

Q: The student will gain self-awareness regarding the feelings towards people regardless of culture, values or socioeconomic status.

Student Contributions:

1. The student is expected to accurately transcribe prerecorded medical dictation tapes.
2. Tapes poorly transcribed will be done over.
3. The student is expected to correct all errors and hand in a corrected copy (with proof marks) on required work.
4. The student is expected to hand in correct transcription in a timely fashion and will be given timed transcription tests.

Course Schedule:

See attached schedule. Schedule and course content may be adjusted by instructor as necessary.

Course Evaluation:

See attached.

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

xReading xTest Individual Projects
xOral presentations Worksheets Collaborative Projects
xTextbook Problems Papers Portfolio
Group problems Term Paper
xOther (describe below) Transcription practice tapes

STUDENTS NEEDING ACCOMMODATIONS FOR A DISABILITY MUST NOTIFY THE INSTRUCTOR.

To receive accommodations for a documented disability, please contact the campus Student Services Advisor as soon as possible. Students are also encouraged to notify his/her instructor.

This document can be made available in alternative format by contacting Student Services, the Campus CEOs or calling Minnesota Relay Service at 1-800-627-3529. Reasonable accommodations will be provided upon request for documented disabilities. An Affirmative Action Equal Opportunity Educator/Employer. ADA Accessible.

This information in this course outline is subject to revision