DEPT.: Medical Administrative Secretary COURSE NO. ADSM1137

NUMBER OF CREDITS: 1

COURSE TITLE: Medical Machine Transcription III

CATALOG DESCRIPTION:
This advanced medical transcription course provides training in various medical and surgical units.

AUDIENCE:
Medical Administrative AAS students as well as other students who have an interest in enhanced practice in transcription practice.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

Area : by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
Medical terminology, keyboarding, knowledge of dictaphones, ADSM1130, ADSM1135, or consent of instructor based on past experience.

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year fall spring summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:
1) ACADEMIC CONTENT: The student will achieve the knowledge entry-level employees might encounter on their first jobs.

2) THINKING SKILLS: The student will apply proper listening skills and reference information to task at hand

3) COMMUNICATIONS SKILLS: The student will employ their own skills while transcribing and will recognize the importance of communicating accurately for live dictation by physicians.

4) HUMAN DIVERSITY: The student will gain self-awareness regarding their feelings towards people of different cultures, educational background, value systems, and socioeconomic status.

TOPICS TO BE COVERED: Various types of medical correspondence, medical records, references, and reports consistent with a variety of settings.

LIST OF EXPECTED COURSE OUTCOMES:

1. Incorporate proper rules, guidelines, and formatting to medical transcription

2. Transcribe mailable copy.

LEARNING/TEACHING TECHNIQUES used in the course are:

Collaborative Learning       Problem Solving
Student Presentations       Interactive Lectures
Creative Projects           Individual Coaching
Lecture                    Films/Videos/Slides
Demonstrations             Other (describe below)
Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

Reading         Tests         Individual Projects
Oral Presentations
EXPECTED STUDENT LEARNING OUTCOMES: Students gain insight and experience via a variety of voices to simulate how various physicians might dictate.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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