Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT.: Medical Administrative Secretary  COURSE NO.: ADSM1130

NUMBER OF CREDITS: 2

COURSE TITLE: Medical Machine Transcription I

CATALOG DESCRIPTION: This course begins teaching transcription of dictated medical materials into a variety of usable medical documents. The emphasis is on authentic forms and material; building typing speed and accuracy; and proofreading and correcting errors.

AUDIENCE: Medical Administrative Students (per program requirements)
Others who would be interested in acquiring the technical and language skills needed by professional transcriptionists.

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: Prior or concurrent with keyboarding and medical terminology.

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:
   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 words taken from the Word Study portion of each section when transcribing dictation material.
G. Supply the proper punctuation in dictated copy.
H. Transcribe at or above the minimum acceptable transcription speed.
I. Spell correctly the words listed in the Spelling Review in each section.
J. Match words taken from the Word Study portion of each section with their proper definitions.
K. Edit letters properly using proofreader’s marks.
L. Effectively use the spelling checker feature of your word processing program, a dictionary, and other reference sources to assist in producing mailable or usable transcripts.
M. Transcribe medical reports using correct format; using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurements rules.
N. Spell correctly both the English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
O. Recognize the advantages of having current reference material and be able to use it effectively.
P. Use standard proofreader’s marks to edit medical reports without changing after the meaning or the dictator’s style.

2) THINKING SKILLS:
   A. Identify and define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist.
   B. Recognize the importance of the confidential nature of medical reports.

3) COMMUNICATIONS SKILLS:
   A. Participate in class discussions
   B. Cooperative attitude with other students and instructor

4) HUMAN DIVERSITY:
   A. The student will gain self-awareness regarding the feelings towards people regardless of culture, values or socioeconomic.

TOPICS TO BE COVERED: They include: language development, listening, career opportunities, equipment, techniques for machine transcription. Also covered are transcription exercises/items of general and medical nature.

LIST OF EXPECTED COURSE OUTCOMES:

The student will achieve the entry level of knowledge and skill as needed for medical secretarial personnel.
LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- [x] Reading
- [ ] Tests
- [ ] Individual Projects
- [ ] Oral Presentations
- [x] Worksheets
- [ ] Collaborative Projects
- [ ] Textbook Problems
- [x] Papers
- [ ] Portfolio
- [ ] Group Problems
- [x] Term Paper
- [x] Other (describe below)
- [x] Authentic transcription tests

EXPECTED STUDENT LEARNING OUTCOMES: Students gain a working knowledge of general as well as medical transcription.

STUDENTS NEEDING ACCOMMODATIONS FOR A DISABILITY MUST NOTIFY THE INSTRUCTOR.

This document can be made available in alternative format, allowing ample time for adaptations, to individuals with disabilities by calling Diane Graber at 800-657-3966. For TTY Communications call the Minnesota Relay Service at 800-627-3529. An Affirmative Action Equal Opportunity Educator/Employer. ADA Compliant.

The information in this course outline is subject to revision.