MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is 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 Academic Affairs and Standards Council.

DEPT. ADSM COURSE NUMBER: 1140

NUMBER OF CREDITS: 4 (3/1)

COURSE TITLE: Healthcare Documentation

CATALOG DESCRIPTION: Introduces medical formatting and transcription skills for medical documentation. Dictation is transcribed from various specialties. The basics of voice technology will be explored. Students will build his/her voice profile and learn how to use voice commands to create, edit, and print documents. Emphasis will be in developing and improving editing and proof reading skills.

AUDIENCE: Health careers students.

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:

LENGTH OF COURSE: Semester

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

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Understanding the different career opportunities in the healthcare field.
   b. To apply basic medical terminology,
   c. To understand diversity as it relates to healthcare.
   d. To know basic job search skills.
   e. To understand legal and ethical standards.
2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Skills assessment.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Online discussions.
   b. Class participation.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Self-awareness and reflection of various cultures regardless of culture, values or socioeconomic status.

TOPICS TO BE COVERED:
- Rules of transcribing abbreviations, classifications, laboratory data and values, medications, numbers, symbols, units of measure, and medial homonyms.
- Transcription and editing of healthcare documentation.
- Usage of reference materials.
- Voice recognition, processing and terminology.
- Develop voice profile.
- Voice processing functions, terminology, and voice software.
- Transcription techniques.

COURSE LEARNING OUTCOMES (GENERAL):
1. The student will have an introductory knowledge and skill level in transcription, voice recognition and medical documentation editing.

STUDENT LEARNING OUTCOMES (SPECIFIC):
1. Apply grammatical rules.
2. Apply abbreviation and capitalization rules.
3. Utilize various English and medical reference resources.
4. Transcribe and proofread documentation including, but not limited to, medical history, and physical reports; radiology, operative, and pathology reports; discharge summaries; medical letters; and clinical notes.
5. Demonstrate speech recognition skills.
6. Demonstrate shortcut key functionality.
7. Demonstrate proofreading and transcribing accuracy.
8. Seek resources and services as needed.
10. Demonstrate proper usage of punctuation and grammar rules.
11. Identify and apply rules for medical abbreviations.
12. Identify and apply rules for transcribing medical classifications.
13. Identify and apply rules for expressing laboratory data and values.
15. Identify and apply rules for number usage.
16. Identify generic and brand name medications.
17. Demonstrate proper usage of symbols.
18. Identify and apply rules for expressing units of measure.
19. Identify and apply usage of medical homonyms.
20. Demonstrate appropriate usage of references.
21. Transcribe and edit healthcare documentation.

LEARNING/TEACHING TECHNIQUES used in the course are:
X  Collaborative Learning  X  Problem Solving
X  Student Presentations  X  Interactive Lectures
X  Creative Projects  X  Lecture  X  Films/Videos/Slides
X  Demonstrations  □  Other (describe below)
X  Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
X  Reading  X  Tests  X  Individual Projects
X  Oral Presentations  X  Worksheets  X  Collaborative Projects
X  Textbook Problems  X  Papers  □  Portfolio
X  Group Problems  □  Term Paper
□  Other (describe below)

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 via your preferred Telecommunications Relay Service.

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Revised 10/1/16