# MOS240 Medical Transcription Syllabus

## Course Information

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| Credits | 4 |
| Campus | Washburn Institute of Technology |
| Address | 5724 SW Huntoon |
| City/State/Zip | Topeka, Kansas 66604 |
| Office Fax | 785-273-7080 |

## Description

The course will acquaint the student with transcription equipment and techniques. The student will transcribe a variety of medical documents and reports typically dictated in physicians' offices, hospitals, and other settings. Emphasis is placed on accuracy of information within the documents and will require use of medical terminology. Prerequisites: Word Processing; Document Processing

## Textbooks

Diehl, Marcy O., *Medical Transcription Techniques and Procedures*. Saunders (Elsevier). 2011. **Edition:** 7. **ISBN:** 978-1-437-70439-6.

## Student Learning Outcomes:

A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

## Competencies

1. Describe the purpose of a medical record or report.
2. List the variety of skills a medical transcriptionist must demonstrate.
3. Identify Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations that affect medical transcriptionists.
4. Describe the importance of HIPAA regulations for patients.
5. Describe risk management.
6. Describe privileged and nonprivileged information.
7. Enumerate the guidelines for release of patient information.
8. Describe different types of transcription equipment.
9. Identify ergonomics factors that affect the transcriptionist's work environment.

10. Describe word expansion programs.
11. Demonstrate use of reference materials and other resources to check unfamiliar medical and pharmaceutical terms, spelling, and proper punctuation.
12. Demonstrate use of proper punctuation by accurately inserting punctuation into unpunctuated copy.
13. Describe appropriate use of capital letters in preparation of medical reports and correspondence.
14. Describe appropriate formatting of numbers in medical documents.
15. Recognize medical and business symbols and abbreviations.
16. State the reasons for spelling out abbreviations.
17. Demonstrate correct formatting of medical documents including reports, records, and correspondence.
18. Recognize proofreader's symbols.
19. Demonstrate accurate proofreading.
20. Demonstrate ability to correct medical documents after proofreading.
21. List the rules for making medical and English words plural.
22. Identify words that sound familiar but are grammatically different in meaning and use.
23. Demonstrate proper procedure and format for transcribing medical documents.
24. Demonstrate proper use of metric system in medical documents.
25. Describe confidentiality issues related to email and electronic records storage.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

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| A | 92%-100% |
| B | 84%-91% |
| C | 76%-83% |
| D | 68%-75% |
| F | 67% or below |

The course is graded by 70% classroom work and test scores, and 30% daily participation.

### Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course.  If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone:  785-228-6356
E-Mail:  ssscoordinator@washburntech.edu