

Medical Transcription Techniques and Procedures

Course Outcome Summary

Course Information

Organization	Madison Area Technical College
Developers	Kathy Spahn
Development Date	9/23/2003
Course Number	10-106-166
Instructional Level	Associate Degree
Potential Hours of Instruction	54
Total Credits	3

Description

Emphasizes the skilled proofreading, editing (including detailed coverage of grammar and punctuation), formatting, and reference use techniques needed to produce the high-quality reports demanded by medical facilities. CrLf

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	54	3

Exit Learning Outcomes

Core Abilities

- A. Critical thinking
- B. Ethics
- C. Science and Technology

Competencies

- A. Punctuate phases and sentences**
You will demonstrate your competence:
 - A.1. by inserting proper punctuation marks and rules on a worksheet**Your performance will be successful when:**
 - A.1. you use reference materials to select proper punctuation
 - A.2. you list reasons for accurate use of punctuation marks
 - A.3. you identify grammatical terms for parts of speech
 - A.4. you write the appropriate punctuation rule
 - A.5. you insert proper punctuation marks
- B. Capitalize words correctly**
You will demonstrate your competence:
 - B.1. by capitalizing words on worksheet prepared in lower case letters**Your performance will be successful when:**
 - B.1. you accurately capitalize words
 - B.2. you recognize when capital letters are required
 - B.3. you explain special uses of capitalized letters in medical reports
 - B.4. you use reference materials to check unfamiliar medical/business terms
- C. Transcribe numbers and figures**

You will demonstrate your competence:

C.1. by typing figures, symbols, and abbreviations on a medical document

Your performance will be successful when:

C.1. you explain when a number should be typed as a figure, spelled out, or as a roman numeral

C.2. you type medical and business symbols and abbreviations appropriately

C.3. you demonstrate accurate typing of material containing numbers, symbols, and abbreviations in medical writing

C.4. you recognize and correctly use metric abbreviations

D. Transcribe letters**You will demonstrate your competence:**

D.1. by producing a quality business letter

D.2. by producing each of the basic formats of letters

Your performance will be successful when:

D.1. you produce a quality business letter

D.2. you demonstrate three basic mechanical formats of letter preparation

D.3. you prepare a two-page letter accurately

E. Proofread written communication for quality assurance**You will demonstrate your competence:**

E.1. by proofreading documents and inserting standard proofreader's symbols

E.2. by correcting transcripts

Your performance will be successful when:

E.1. you illustrate the importance of proofreading documents

E.2. you use and recognize proofreader's symbols

E.3. you proofread and correct transcripts

F. Divide words correctly**You will demonstrate your competence:**

F.1. by correctly dividing words on a worksheet

Your performance will be successful when:

F.1. you correctly divide medical and English words

G. End words correctly**You will demonstrate your competence:**

G.1. by correctly making medical and English words plural

G.2. by constructing correct plural and adjective endings of medical terms

Your performance will be successful when:

G.1. you explain rules for making medical and English words plural

G.2. you identify adjectives and noun endings

G.3. you construct plural and adjective endings of medical terms

H. Use antonyms, eponyms, homonyms**You will demonstrate your competence:**

H.1. by correctly transcribing antonyms, eponyms, and homonyms

Your performance will be successful when:

H.1. you correctly use antonyms, eponyms, and homonyms

H.2. you correctly punctuate eponyms

H.3. you correctly capitalize eponyms

I. Analyze professional organizations**You will demonstrate your competence:**

I.1. by keeping a personal reference binder

Your performance will be successful when:

- I.1. you identify professional organizations for medical transcriptionists
- I.2. you correspond with an E-Buddy (professional transcriptionist)
- I.3. you keep a personal reference binder for use on the job
- I.4. personal reference binder entries are dated
- I.5. personal reference binder includes all name of the personal reference
- I.6. personal reference binder includes all contact information of the personal reference
- I.7. personal reference binder evidences correct grammar, punctuation, and spelling