

# Medical Transcription 1

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Celia Fine and Amy Whitcomb
<b>Development Date</b>	6/4/2001
<b>Course Number</b>	10-106-170
<b>Instructional Level</b>	One-Year Technical Diploma
<b>Potential Hours of Instruction</b>	54
<b>Total Credits</b>	2

### Description

Introduces transcription of medical dictation; reinforces medical terminology and formats for a variety of medical reports. Continued development of keyboarding speed and accuracy skills.  
CrLfCrLf

### Target Population

Adults, high school graduates, who wish to prepare for employment in the field of medical transcription.

### Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	54	2

### Textbooks

Campbell, Pitman, and Heath Health Professions Institute. *Medical Transcription Fundamentals and Practice*. Prentice Hall. 2000. **Edition:** 2nd. **Pages:** 494. **ISBN:** 0-13-013833-9.

Sloane. *The Medical Word Book*. Saunders. 1991. **Edition:** 3rd. **Pages:** 1097. **ISBN:** 0-7216-3243-2.

---. *Dorland's Medical Dictionary*. Saunders.

Drake and Drake. *Pharmaceutical Word Book*. Saunders. **Edition:** 2001.

Fordney & Diehl. *Medical Transcription Guide: Do's and Don'ts*. Saunders. 1999. **Edition:** 2nd. **Source:** MATC Bookstore.

### Learner Supplies

High-density IBM formatted floppy diskettes. **Manufacturer:** ---. **Quantity:** 2.

Adapted foot pedal. **Manufacturer:** Martel Electronics. **Quantity:** 1. **Price:** 49.50. **Source:** bookstore or individual order.

Headset with single prong connector. **Manufacturer:** ---.

### Prerequisites

Keyboarding skill

Concurrent enrollment in Medical Transcription Techniques and Procedures (10-106-166)

Concurrent enrollment in Medical Terminology 1 (10-509-180)

## ***Exit Learning Outcomes***

### **Core Abilities**

- A. Communicate effectively
- B. Demonstrate critical thinking
- C. Use science and technology
- D. Communication
- E. Critical thinking
- F. Science and Technology

## ***Competencies***

### **A. Operate word processing and dictation/transcription equipment**

#### **Linked Core Abilities**

Use science and technology

#### **Competence will be demonstrated:**

- A.1. by using medical references
- A.2. in lab performance

#### **Criteria - Performance will be satisfactory when:**

- A.1. you operate transcription equipment
- A.2. you use MS Word processing software
- A.3. you operate CD drive
- A.4. you save files to floppy disk
- A.5. you print hard copies
- A.6. you use various medical references to produce accurate transcriptions

### **B. Use medical terminology for digestive system**

#### **Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

#### **Competence will be demonstrated:**

- B.1. in completing transcription assignment
- B.2. in completing a spelling and definition quiz

#### **Criteria - Performance will be satisfactory when:**

- B.1. transcription assignment includes correct medical terminology
- B.2. transcription assignment includes correct abbreviations
- B.3. transcription assignment includes correct English grammar
- B.4. transcription assignment includes pharmacology
- B.5. transcription assignment includes correct English spelling
- B.6. transcription assignment includes clinical procedures
- B.7. transcription assignment includes laboratory tests
- B.8. transcription assignment includes radiology
- B.9. transcription assignment includes pathology

- B.10. you summarizes medical terminology
- B.11. you spells medical terminology correctly
- B.12. you use various medical references to produce accurate transcriptions

**C. Use medical terminology for urology**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- C.1. in completing transcription assignment
- C.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- C.1. transcription assignment includes correct medical terminology
- C.2. transcription assignment includes correct abbreviations
- C.3. transcription assignment includes correct English grammar
- C.4. transcription assignment includes pharmacology
- C.5. transcription assignment includes correct English spelling
- C.6. transcription assignment includes clinical procedures
- C.7. transcription assignment includes laboratory tests
- C.8. transcription assignment includes radiology
- C.9. transcription assignment includes pathology
- C.10. you summarize medical terminology
- C.11. you spell medical terminology correctly
- C.12. you use various medical references to produce accurate transcriptions

**D. Use medical terminology for reproductive system**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- D.1. in completing transcription assignment
- D.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- D.1. you use various medical references to produce accurate transcriptions
- D.2. transcription assignment includes correct medical terminology
- D.3. transcription assignment includes correct abbreviations
- D.4. transcription assignment includes correct English grammar
- D.5. transcription assignment includes pharmacology
- D.6. transcription assignment includes correct English spelling
- D.7. transcription assignment includes clinical procedures
- D.8. transcription assignment includes laboratory tests
- D.9. transcription assignment includes radiology
- D.10. transcription assignment includes pathology
- D.11. you summarize medical terminology
- D.12. you spell medical terminology correctly

**E. Use medical terminology for neurology**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

E.1. in completing transcription assignment

E.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

E.1. you use various medical references to produce accurate transcriptions

E.2. transcription assignment includes correct medical terminology

E.3. transcription assignment includes correct abbreviations

E.4. transcription assignment includes correct English grammar

E.5. transcription assignment includes pharmacology

E.6. transcription assignment includes correct English spelling

E.7. transcription assignment includes clinical procedures

E.8. transcription assignment includes laboratory tests

E.9. transcription assignment includes radiology

E.10. transcription assignment includes pathology

E.11. you summarize medical terminology

E.12. you spell medical terminology correctly

**F. Use medical terminology for cardiology****Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

F.1. in completing transcription assignment

F.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

F.1. you use various medical references to produce accurate transcriptions

F.2. transcription assignment includes correct medical terminology

F.3. transcription assignment includes correct abbreviations

F.4. transcription assignment includes correct English grammar

F.5. transcription assignment includes pharmacology

F.6. transcription assignment includes correct English spelling

F.7. transcription assignment includes clinical procedures

F.8. transcription assignment includes laboratory tests

F.9. transcription assignment includes radiology

F.10. transcription assignment includes pathology

F.11. you summarize medical terminology

F.12. you spell medical terminology correctly

**G. Use medical terminology for pulmonary medicine****Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- G.1. in completing transcription assignment
- G.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- G.1. you use various medical references to produce accurate transcriptions
- G.2. transcription assignment includes correct medical terminology
- G.3. transcription assignment includes correct abbreviations
- G.4. transcription assignment includes correct English grammar
- G.5. transcription assignment includes pharmacology
- G.6. transcription assignment includes correct English spelling
- G.7. transcription assignment includes clinical procedures
- G.8. transcription assignment includes laboratory tests
- G.9. transcription assignment includes radiology
- G.10. transcription assignment includes pathology
- G.11. you summarize medical terminology
- G.12. you spell medical terminology correctly

**H. Use medical terminology for internal medicine**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- H.1. in completing transcription assignment
- H.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- H.1. you use various medical references to produce accurate transcriptions
- H.2. transcription assignment includes correct medical terminology
- H.3. transcription assignment includes correct abbreviations
- H.4. transcription assignment includes correct English grammar
- H.5. transcription assignment includes pharmacology
- H.6. transcription assignment includes correct English spelling
- H.7. transcription assignment includes clinical procedures
- H.8. transcription assignment includes laboratory tests
- H.9. transcription assignment includes radiology
- H.10. transcription assignment includes pathology
- H.11. you summarize medical terminology
- H.12. you spell medical terminology correctly

**I. Use medical terminology for pediatrics**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- I.1. in completing transcription assignment
- I.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- I.1. you use various medical references to produce accurate transcriptions

- I.2. transcription assignment includes correct medical terminology
- I.3. transcription assignment includes correct abbreviations
- I.4. transcription assignment includes correct English grammar
- I.5. transcription assignment includes pharmacology
- I.6. transcription assignment includes correct English spelling
- I.7. transcription assignment includes clinical procedures
- I.8. transcription assignment includes laboratory tests
- I.9. transcription assignment includes radiology
- I.10. transcription assignment includes pathology
- I.11. you summarize medical terminology
- I.12. you spell medical terminology correctly

**J. Use medical terminology for surgery**

**Linked Core Abilities**

Communicate effectively

Demonstrate critical thinking

**Competence will be demonstrated:**

- J.1. in completing transcription assignment
- J.2. in completing a spelling and definition quiz

**Criteria - Performance will be satisfactory when:**

- J.1. you use various medical references to produce accurate transcriptions
- J.2. transcription assignment includes correct medical terminology
- J.3. transcription assignment includes correct abbreviations
- J.4. transcription assignment includes correct English grammar
- J.5. transcription assignment includes pharmacology
- J.6. transcription assignment includes correct English spelling
- J.7. transcription assignment includes clinical procedures
- J.8. transcription assignment includes laboratory tests
- J.9. transcription assignment includes radiology
- J.10. transcription assignment includes pathology
- J.11. you summarize medical terminology
- J.12. you spell medical terminology correctly