

# Medical Transcription 2

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Amy Whitcomb and Celia Fine
<b>Development Date</b>	6/4/2001
<b>Course Number</b>	10-106-171
<b>Instructional Level</b>	One-Year Technical Diploma
<b>Potential Hours of Instruction</b>	54
<b>Total Credits</b>	2

### Description

Emphasizes transcription of more complex medical dictation, disease processes and medical specialties at higher levels of production and accuracy.

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Classroom Presentation	54	2

### Textbooks

Sheila Sloane. *The Medical Word Book*. W B Saunders Company. 1991. **Edition:** Third Edition. **Pages:** 1097. **ISBN:** 0-7216-3243-2.

Drake & Drake. *Saunders Pharmaceutical Word Book, 2000*. W B Saunders. **Edition:** 2000.

### Prerequisites

Medical Transcription 1 (10-106-170)

### Exit Learning Outcomes

#### Core Abilities

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

### Competencies

- A. Operate word processing and dictation/transcription equipment

#### Linked Core Abilities

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 gastroenterology**

**Linked Core Abilities**

Communication

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 summarize medical terminology
- B.11. you spell medical terminology correctly
- B.12. you use various medical references to produce accurate transcriptions

**C. Use medical terminology for hematology**

**Linked Core Abilities**

Communication

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 summarizes 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 lymphatic system**

**Linked Core Abilities**

Communication

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 orthopedics**

**Linked Core Abilities**

Communication

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 dermatology**

**Linked Core Abilities**

Communication

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 eye and ear**

**Linked Core Abilities**

Communication

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. transcription assignment

G.12. you summarize medical terminology

G.13. you spell medical terminology correctly

**H. Use medical terminology for endocrine**

**Linked Core Abilities**

Communication

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 oncology**

**Linked Core Abilities**

- Communication
- 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 radiology**

**Linked Core Abilities**

- Communication
- 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

**K. Use medical terminology for pharmacology**

**Linked Core Abilities**

Communication

Critical thinking

**Competence will be demonstrated:**

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

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

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

**L. Use medical terminology for psychiatry**

**Linked Core Abilities**

Communication

Critical thinking

**Competence will be demonstrated:**

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

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

- L.1. you use various medical references to produce accurate transcriptions
- L.2. transcription assignment includes correct medical terminology
- L.3. transcription assignment includes correct abbreviations
- L.4. transcription assignment includes correct English grammar
- L.5. transcription assignment includes pharmacology

- L.6. transcription assignment includes correct English spelling
- L.7. transcription assignment includes clinical procedures
- L.8. transcription assignment includes laboratory tests
- L.9. transcription assignment includes radiology
- L.10. transcription assignment includes pathology
- L.11. you summarize medical terminology
- L.12. you spell medical terminology correctly