COURSE DESCRIPTION:

Correct grammar, punctuation and formatting of medical documents are emphasized through review and practice. Students continue their practice and skill development by transcribing taped dictation from the hospital and clinical setting. Microcomputers are used. Medical vocabulary is reviewed and expanded.

TEXT AND MATERIALS REQUIRED:

<table>
<thead>
<tr>
<th>Text</th>
<th>Hillcrest Medical Center, 6th Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Ireland/Novak</td>
</tr>
<tr>
<td>Publisher</td>
<td>Delmar</td>
</tr>
<tr>
<td>ISBN</td>
<td>1-4018-4108-2</td>
</tr>
</tbody>
</table>

Transcription headphones (students must purchase their own set)

Get Dictation tape/CD information from instructor!

COURSE OBJECTIVES:

1. Explain common medical and legal aspects of transcribing and maintaining medical records.
2. Apply efficient use of transcription equipment.
3. Apply medical terminology specific to body systems to accurately prepare medical reports.
4. Utilize appropriate references to prepare medical documents.
5. Demonstrate proper formatting of common medical documents.
6. Apply rules of grammar and punctuation in preparation of medical reports.
7. Use accepted abbreviations and medical symbols.
8. Demonstrate understanding of medical language through correct usage and spelling.
9. Use editing and public relations skills to maintain document integrity and achieve clarity.
10. Build transcription speed to be employable.

GRADING

All transcription assignments will be graded on their usability as legal medical documents. Students will edit and revise unusable documents. Transcription tests will be graded on both usability and transcription speed.

Accuracy Grade: 93-100 = A; 85-92 = B; 75-84 = C; 50-74 = D

Misspelling, wrong word used (English word or medical term) = minus 1 point
Words or phrases omitted = minus 1 point per word
Errors in grammar, punctuation, style, format = minus ½ point each occurrence.

**Transcription Test Speed Grade:**

<table>
<thead>
<tr>
<th></th>
<th>Tests 1 &amp; 2</th>
<th>Tests 5 &amp; 6</th>
<th>QC Test 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>24+ wpm = A</td>
<td>18+ wpm = B</td>
<td>12+ wpm = C</td>
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</tr>
<tr>
<td>28+ wpm = A</td>
<td>22+ wpm = B</td>
<td>14+ wpm = C</td>
<td></td>
</tr>
<tr>
<td>30+ wpm = A</td>
<td>24+ wpm = B</td>
<td>16+ wpm = C</td>
<td></td>
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</tbody>
</table>

Written Quizzes (to be taken before transcription of each case) 10%
Ten Hillcrest Transcription Cases + Quali-Care 60%
Timed Transcription Tests 30%

**Completion Schedule**

**Credit A**

1. Read Section 1 – Introduction – pages 1-14
2. Review Section 2 – Model Report Forms – pages 15-38
3. Read Section 3 – References – pages 39-60
4. Review Glossary for Case 1 – The Reproductive System – Take Written Quiz

**TRANSCRIBE CASE 1**

1. Emergency Services Admission Report
2. Diagnostic Imaging Report
3. Operative Report
4. Pathology Report
5. Discharge Summary

**TRANSCRIBE CASE 2**

1. Review Glossary for Case 2 – The Musculoskeletal System – Take Written Quiz
2. History & Physical Exam
3. Radiology Report
4. Operative Report
5. Discharge Summary
Review Glossary for Case 3 – The Cardiopulmonary System – Take Written Quiz
TRANSCRIBE CASE 3

History & Physical Exam
Operative Report
Diagnostic Imaging Report 1
Diagnostic Imaging Report 2
Diagnostic Imaging Report 3
Death Summary

Review Glossary for Case 4 – The Integumentary System – Take Written Quiz
TRANSCRIBE CASE 4

History & Physical Exam
Radiology Report
Request for Consultation
Discharge Summary

Take Hillcrest Transcription Test 1 – Letter to Martha C. Eaton, MD
Take Hillcrest Transcription Test 2 – Operative Report on Maggie Ricks

Credit B

Review Glossary for Case 5 – The Urinary System –Take Written Quiz
TRANSCRIBE CASE 5

History & Physical Exam
Operative Report
Pathology Report
Discharge Summary
Review Glossary for Case 6 – The Nervous System – Take Written Quiz

TRANSCRIBE CASE 6

History & Physical Exam

Radiology Report 1

Radiology Report 2

Operative Report

Pathology Report

Discharge Summary

Review Glossary for Case 7 – The Digestive System – Take Written Quiz

TRANSCRIBE CASE 7

History & Physical Exam

Request for Consultation

Operative Reports

Radiology Report

Pathology Report

Discharge Summary

Review Glossary for Case 8 – The Endocrine System – Take Written Quiz

TRANSCRIBE CASE 8

History & Physical Exam

Request for Consultation 1

Request for Consultation 2

Radiology Report

Operative Report

Pathology Report

Discharge Summary

Take Hillcrest Transcription Test 5 – Operative Procedure on Andrea Scaglione

Take Hillcrest Transcription Test 6 – Diagnostic Imaging Rpt on Kathy Cooper
Credit C

______  Review Glossary for Case 9 – The Lymphatic System – Take Written Quiz
TRANSCRIBE CASE 9
______  History & Physical Exam
______  Operative Report
______  Pathology Report
______  Radiology Report
______  Discharge Summary

______  Review Glossary for Case 10 – Respiratory System – Take Written Quiz
TRANSCRIBE CASE 10
______  History & Physical Exam
______  Operative Report 1
______  Radiology Report 1
______  Radiology Report 2
______  Operative Report 2
______  Operative Report 3
______  Request for Consultation
______  Discharge Summary

**Review Glossary and Complete Each Report for Quali-Care Clinic**

______  QC 1 – GYN Operative Report
______  QC 2 – Pathology Report
______  QC 3 – Cytology Report
______  QC 4 – Oncology Consultation
______  QC 5 – Infectious Disease SOAP Note
______  QC 6 – Pulmonary Procedure Note
______  QC 7 – Oncology Consultation
______  QC 8 – Correspondence
______  QC 9 – Infectious Disease Consultation
QC 10 – Pediatrics – Emergency Center Report

Take Quali-Care Transcription Test 1 – Hematology Consult – Danny Padro
Take Quali-Care Transcription Test 2 – Oncology Consult – Glenda Garland