MEDICAL TRANSCRIPTION 2
106-149
Lori Flynn, Instructor

COURSE DESCRIPTION:

Correct spelling, grammar, punctuation, and formatting of medical documents are emphasized through review and practice. Students continue their practice and skill development by transcribing dictation via audio CD using a computer wav pedal and Microsoft Word software. Medical vocabulary is reviewed and expanded.

TEXT AND MATERIALS REQUIRED:

Text Forrest General Medical Center Advanced Medical Transcription Course, 3rd Edition.
Author Conerly-Stewart, Lott
Publisher Thomson/Delmar Learning
ISBN 1-4018-3348-9

Transcription headphones (students must purchase their own set)

Check out audio CD for Forrest General from Flex Lab instructor.

COURSE OBJECTIVES

1. Perform basic microcomputer operations functions such as booting up the computer and loading software.
2. Perform basic word processing functions for transcription purposes.
3. Describe efficient use of transcription equipment.
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 symbols.
8. Demonstrate understanding of medical language through correct usage and spelling.
9. Use editing and proofreading 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 have the option to 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**

Test 1 after Ch 6  
30+ wpm = A  
24+ wpm = B  
16+ wpm = C

Test 2 after Ch 11  
30+ wpm = A  
24+ wpm = B  
16+ wpm = C

Test 3 after Ch 16  
32+ wpm = A  
26+ wpm = B  
18+ wpm = C

Transcription of 14 cases (throw out the worst case grade)  
70%

Three Transcription Tests  
30%

**To Start Course:**

- Check out Forrest General Medical Center Audio CD
- Bring appropriate headphones and disc for document storage
- Ask an instructor for demonstration of transcribing using the computer wav pedal
Completion Schedule

Credit A

_____ Read Chapter 1 – Introduction – pages 1-32

_____ Read Chapter 2 – Surgery – pages 33-46

_____ Transcribe Ch 2 Transcription Exercises 1-3, 6, 8
1. Operative Report on Rebecca Boleware by Robert Aultman, MD
2. Operative Report on Amanda Jenkins by Hal Russo, MD
3. Operative Report on Denita Reynolds by Jeffrey Wolfe, MD
6. Discharge Summary on Glenn Murdock by Don Roberson, MD
8. History and Physical on Christy Andrews by Keith Stewart, MD

_____ Read Chapter 3 – Cardiology – pages 47-60

_____ Transcribe Ch 3 Transcription Exercises 1, 2, 4, 7, 12
1. Operative Report on Antonio Saja by Faye Hampton, MD
2. Operative Report on Tanya Robbins by Clayton Hale, MD
4. Percutaneous Transluminal Coronary Angioplasty on Joshua McDaniel by Faye Hampton, MD
7. Angioplasty and Stent Implant on Vivian Yurich by Dana Davis, MD
12. Procedure Note on Jason Hagler by Jennifer Hutto, MD

_____ Read Ch 4 – Diagnostic Imaging/Interventional Radiology – pages 61-71

_____ Transcribe Ch 4 Transcription Exercises 1, 2, 3, 4, 8, 12, 13
1. Cardiac Imaging on Teresa Mann by Charles Tew, MD
2. Duplex Carotid Doppler Study on Justin Timberton by Gwen Rabb, MD
3. Nephrostomy Tube Change on Trent Cochran by Charles Tew, MD
4. US Liver Biopsy on Luigi Zinn by Catherine Pruitt, MD
8. Carotid Arteriogram on Anwar Zak by Catherine Pruitt, MD
12. Mammagram Bilateral on Ashley Kobs by Gwen Rabb, MD
13. MRI Brain on Edgar Jorda by Zuzul Yurich, MD

_____ Read Ch 5 – Pathology – pages 73-84

_____ Transcribe Ch 5 Transcription Exercises 1-4, 6-8
1. Report of Tissue Exam on Jon Farris by Wayne Dale, MD
2. Report of Tissue Exam on Sue Ruckel by Antoine Ferrell, MD
3. Report of Tissue Exam on Amber Rominger by Dominik Trigg, MD
4. Report of Tissue Exam on Micah Grayson by Michelle Moffett, MD
6. Report of Tissue Exam on Misty Haag by Tonya Warren, MD
7. Report of Tissue Exam on Shannon Atterberry by James Sherman, MD
8. Report of Tissue Exam on Danny Florimonte by Kent Larremore, MD
Read Chapter 6 – Obstetrics/Gynecology – pages 85-94

Transcribe Chapter 6 Transcription Exercises 1-5
1. Operative Report on Daboo Zin by Greg Farlow, MD
2. Discharge Summary on Daboo Zin by Greg Farlow, MD
3. Operative Report on Sonya Linton by Bobbie Palmer, MD
4. Operative Report on Debbie Byrd by Murray Travis, MD
5. Operative Report on Annie Shelley by Ray Lindsey, MD

Transcription Test (use Test #2)
Ex 1 Echocardiogram on Fawn Rosetti by Bryan Yuen, MD (160 words)
Ex 2 Procedure Note on Jason Hagler by Jennifer Hutto, MD (433 words)
Have instructor time you from start to finish for your transcription speed.
You will then have 20 minutes to proofread and edit these reports.
FYI: There are 121 typed lines in these reports. If you were paid at 8 cents per line, you would earn $9.68 to type these reports.

Credit B

Read Chapter 7 – Orthopedics – pages 95-108

Transcribe Chapter 7 Transcription Exercises 1-5
1. Operative Report on Mark Dickson by Gregory Yates, MD
2. Operative Report on Robin Mistretta by Oscar Glover, MD
3. Operative Report on Keith Tule by Phyllis Shuff, MD
4. Operative Report on Christa Jiminez by Robert Crawford, MD
5. Operative Report on Daniel Overmier by Connie Delaney, MD

Read Chapter 8 – Gastroenterology – pages 109-118

Transcribe Chapter 8 Transcription Exercises 1, 4, 5, 7, 8, 9
1. Endoscopy Report on Sherri Lynn Dentler by Sans Wong, MD
4. Operative Report on Joseph LeBlanch by Terri Lee, MD
5. Surgery Report on Misty Almond by Sans Wong, MD
7. Procedure Note on Charlotte Daresburg by Juan Romain, MD
8. Consultation on Lisa Marie Cobb by Susan C. Miller, MD
9. Discharge Summary on Desire Blouin by Rodney Armand, MD

Read Chapter 9 – Respiratory/Pulmonary Medicine – pages 119-126

Transcribe Chapter 9 Transcription Exercises 1-6
1. Operative Report on William Spier by Perry Simpson, MD
2. Procedure Note on Brady Carter by Wayne Hyland, MD
3. Discharge Summary on Sammy Lemoine by Kathy Hightower, MD
4. Death Note on Stephen Cutrill by Curtis Fogleman, MD
5. Operative Report on JoAnn Hodges by Milton Dale Gill, MD
6. History and Physical on Oscar Foster by Marianne Wilhelm, MD
Read Chapter 10 – Urology/Nephrology – page 127-137

Transcribe Chapter 10 Transcription Exercises 1-4, 9
1. Operative Report on Brooke Juneau by Brandon Hocklander, MD
2. Operative Report on Nathanial Pendergrass by Savan Oswalt, MD
3. Operative Report on Aaron Crumley by Samantha Powell, MD
4. Operative Report on Eric Ely by Wallace L. Levine, MD
9. Discharge Summary on Gerald Toole by Matthew Wallace, MD

Read Chapter 11 – Oncology – pages 139-149

Transcribe Chapter 11 Transcription Exercises 1-3, 5, 9
1. Operative Report on Jin Joo Chiniche by Barry Freeman, MD
2. Operative Report on Monee Morales by Eric Hardy, MD
3. Operative Report on Andrew Morris by Peggy Eldridge, MD
5. Discharge Summary on Bobby White by Eric Hardy, MD
9. Consultation Report on Katherine Miller by Joseph Cook, MD

Transcription Test 2 (from Test 5)
Oncology Report – 637 words
Pathology Report – 285 words
Orthopedics Report 250 words
Urology Report – 250 words
OB/Gyn Report – 246 words
Total Words – 1554  Total Lines = 369 or $29.52

Have the instructor time you from start to finish.
You will have 30 minutes to proofread and edit these reports.

Credit C

Read Chapter 12 – Hematology/Infectious Diseases – pages 151-160

Transcribe Chapter 12 Transcription Exercises 1-5
1. History and Physical on Marjorie Puckett by Maurice Brankston, MD
2. Discharge Summary on Marjorie Puckett by Maurice Brankston, MD
3. Death Summary on Matthew Seymour by Sean Sanchez, MD
4. History and Physical on Matthew Utter by Phillip McGrew, MD
5. Discharge Summary on Betty Flowers by Lucinda Love, MD

Read Chapter 13 – Neurology/Neurosurgery – pages 161-172

Transcribe Chapter 13 Transcription Exercises 1-4
1. Operative Report on Juan Carlos by Anderson Howard, MD
2. Operative Report on Julie Edwards by John Howard, MD
3. Operative Report on Rhonda Diamond by Dallas Juneau, MD
4. Operative Report on Bo Purvis by Yolanda Odom, MD
Read Chapter 14 – Plastic Surgery – pages 173-178

Transcribe Chapter 14 Transcription Exercises 1-4
1. Operative Report on Andrea Burton by Richard Pecunia, MD
2. Operative Report on Michong Potvin by Richard Pecunia, MD
3. Operative Report on Kenya Roe by Richard Pecunia, MD
4. Operative Report on Celeste Yokers by Richard Pecunia, MD

Read Chapter 15 – Pediatrics/Neonatology – 179-188

Transcribe Chapter 15 – Transcription Exercises 1-4, 6
1. History & Physical on Tony Richardson by Grace Mosel, MD
2. Discharge Summary on Baby Boy #2 Howard by Jack Bay, MD
3. Discharge Summary on Kenneth Gavan by Clifford Jeter, MD
4. Death Summary on Baby Boy Younce by Benjamin Jones, MD
6. History & Physical on Baby Boy #2 Carthage by Milton Powers, MD

Read Chapter 16 – Otorhinolaryngology – pages 189-196

Transcribe Chapter 16 – Transcription Exercises 1-4
1. Operative Report on Duane Michael Almond by Christy B. Harris, MD
2. Operative Report on Betty Jean Edwards by John Jay Leno, MD
3. Operative Report on Esmelda Riveria by Neal Jacobus, MD
4. Operative Report on Esmelda Riveria by Neal Jacobus, MD

Transcription Test 3 (use test 1)
Otorhinolaryngology Report – 188 words
Orthopedics Report – 388 words
Oncology/General Surgery Report – 395 words
Respiratory Report – 290 words
Hematology Report – 182 words
Total words = 1443 or 296 lines ($23.68)

Have the instructor time you from start to finish.
You will then have 30 minutes to proofread and edit these reports.