

M: Course Objectives / Learning Outcomes

The learner will reliably demonstrate the ability to:

1. Understand the importance of the confidentiality of medical reports.
2. Describe the purpose and content of the medical record.
3. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol and metric measurement rules.
4. Select and use current reference materials effectively.
5. Exhibit ethical behaviour with respect to copyright of software, confidentiality, privacy of documents on screen, and sharing of disks and information.
6. Set priorities and effectively apply time management strategies.
7. Proofread medical information with speed and accuracy.
8. Perform drills to develop speed and accuracy to 50 net words per minute.

N: Course Content:***Transcription Equipment and File Usage***

- 1.1 Use transcription equipment.
- 1.2 Use checklist to solve common hardware problems.
- 1.3 Respect lab rules and regulations.
- 1.4 Apply backup techniques and strategies.
- 1.5 Practice proper care of tapes and disks (This is deleted as we are using digital transcription equipment)

Medical Documents

- 2.1 Transcribe medical information from recorded data, using acceptable medical formats, for the following reports.
 1. History and physicals
 2. Radiology
 3. Pathology
 4. Operative
 5. Consultation
 6. Discharge summaries

Keyboard

- 3.1 Use diagnostic software to recognize areas of weakness and improve speed and accuracy.

Reference sources

- 4.1 Access and use available reference sources when keyboarding medical documents including:
 - Medical dictionaries
 - Medical pharmaceutical references
 - Secretarial handbooks
 - Computer spell check and grammar check

O: Methods of Instruction

A combination of lecture, demonstration, guided practice, as well as self-paced and timed lab assignments will be used.

Active learning is an integral part of this course. A 'hands-on' environment will allow students to work independently and collaboratively to learn and hone transcription skills and techniques used in the community.

<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Mary Ann Novak and Patricia A. Ireland. <u>Hillcrest Medical Center-Beginning Medical Transcription Course</u>, Latest Edition, Delmar Publishers.</p> <p><u>Dorland's or Taber's Medical Dictionary</u>, Latest Edition.</p> <p>Current OADM 1303 texts</p>										
<p>Q: Means of Assessment</p> <table style="margin-left: 40px;"> <tr> <td>Cases (minimum 5)</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Quizzes (minimum 2)</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;"><u>15%</u></td> </tr> <tr> <td><u>Average of three five-minute Timings</u></td> <td style="text-align: right;"><u>40%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table> <p><u>Students must achieve 50 nwpm</u></p>	Cases (minimum 5)	25%	Quizzes (minimum 2)	20%	Final Exam	<u>15%</u>	<u>Average of three five-minute Timings</u>	<u>40%</u>		<u>100%</u>
Cases (minimum 5)	25%									
Quizzes (minimum 2)	20%									
Final Exam	<u>15%</u>									
<u>Average of three five-minute Timings</u>	<u>40%</u>									
	<u>100%</u>									
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>										

Course Designer(s): **Janet Schreier and Sheena Graves**

Education Council / Curriculum Committee Representative

Dean / Director: **Robert Buller**

Registrar: **Ted James**