

BTEC 254 Medical Transcription

Credit Hours: 3

Scheduled hours per week

Lecture: # 3

Lab: #

Other: e-course

Catalog Course Description: This course is designed to prepare students in developing medical transcription skills through a building block format. Students will be exposed to medical reports that are fundamental to ambulatory care, related medical terminology, formatting styles, and specialized rules of grammar and punctuation characteristics to dictated medical reports. Students will apply these principles as they transcribe medical reports relating to outpatient health care.

Prerequisites: BTEC 253

Corequisites: None

Course Learning Outcomes:

Students should be able to:

- Analyze the overall job environment, types of careers, and future opportunities in the field of medical transcription.
- Study the job expectations and performance standards required by the industry.
- Assess readiness for a career in medical transcription by examining personal aptitude and attributes.
- Ensure accurate interpretation and documentation of clinical information through the use of references and resources.
- Describe the purpose and types of information contained in the most common types of reports transcribed.
- Understand the issues and importance of record confidentiality.
- Compare and contrast analog and digital equipment used in medical transcription
- Understand basic computer terminology, maintenance, and word processing skills.
- Create keyboarding techniques and shortcut keys.
- Produce email to communicate effectively.
- Understand guidelines for computer security and patient confidentiality.
- Explain how speech recognition technology affects medical transcription.
- Describe tools that increase a transcriptionist's productivity and accuracy.
- Apply ergonomic principles.
- Acquire basic knowledge of medical terms and their elements.
- Assess how the elements of terminology can be interchanged to meet specific needs.
- Analyze familiar with terms that map the human body.
- Differentiate the directional and positional terms used in diagnosis.
- Recognize the diagnostic importance of color and pain sensations and modern medical imaging procedures.
- Critique the basis of disease and the forms of treatment, including terminology related to pharmacology and surgical instruments.
- Define appropriate parameters for editing, correcting, and amending the patient record.
- Learn standards of style for medical transcription as developed by standard-setting industry organizations such as AHDI, The Joint Commission, and ASTM International.
- Apply standard rules for grammar and punctuation as they apply to the domain of clinical documentation.
- Develop proofreading and editing skills through transcription practice and evaluation.
- Identify and understand the anatomy and function of the skin.
- Identify lesions and rashes that affect the skin.
- Differentiate the three types of skin biopsies.
- Describe an Office Note, including typical content, format, and turnaround time.
- Identify and understand the anatomy and function of the eye.
- Recognize instruments and pharmacological agents used to examine the eye.
- Identify diseases and conditions affecting the eye.
- Describe treatments for vision problems and eye diseases.
- Describe a consult letter, including typical content, format, and turnaround time.

- Identify and understand the anatomy and function of the ears, nose, and throat.
- Distinguish the two types of hearing loss.
- Recognize diseases that affect the ears, nose, and throat.
- Recognize common microbial pathogens that infect the ear, nose, sinuses, and throat.
- Pronounce and correctly spell terminology related to otorhinolaryngology.
- Transcribe dictation related to the medical specialty of otorhinolaryngology.
- Analyze an operative report, including typical content, format, and turnaround time.

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- Identify the anatomy of the respiratory system.
- Understand the mechanics of respiration.
- Describe diseases and conditions affecting the bronchial tree and the lungs as well as their common causes.
- Recognize classes of pharmaceuticals used to treat obstructive airway diseases.
- Pronounce and correctly spell terminology related to pulmonology.
- Describe a discharge summary, including typical content, format, and turnaround time.
- Identify and understand the anatomy and function of the heart.
- Distinguish the different forms of heart disease and their treatment.
- Recognize drug classes used in the prevention and treatment of heart disease.
- Recognize laboratory tests used to evaluate and monitor heart disease.
- Identify invasive and noninvasive procedures used in the diagnosis and treatment of heart disease.
- Describe a radiology report, including typical content, format, and turnaround time.
- Identify the organs and components of the gastrointestinal system.
- Describe diseases and conditions that affect the gastrointestinal system.
- Recognize infectious organisms that affect the liver, stomach, and intestines.
- Define the four abdominal quadrants.
- Recognize laboratory tests and imaging studies used to diagnose gastrointestinal disease.
- Describe a pathology report, including typical content, format, and turnaround time.
- Identify the organs and structures of the female reproductive system.
- Describe sexually transmitted diseases and their causative agents.
- Define the three phases of a female's reproductive life and the stages of the menstrual cycle.
- Recognize common procedures for diagnosis and treatment of gynecologic disorders.
- Describe a labor and delivery report including typical content, format, and turnaround time.
- Identify the organs and structures of the male reproductive system.
- Identify the organs and structures of the male and female urinary systems.
- Describe the function of the kidneys and bladder.
- Recognize diagnostic and laboratory tests used to evaluate the urinary system.
- Describe a history and physical report, including typical content, format, and turnaround time.
- Identify major muscles, bones, joints, and tendons that make up the musculoskeletal system.
- Analyze the function of muscles, bones, joints, and tendons.
- Differentiate common types of bone fractures.
- Recognize various signs and maneuvers used to assess reflexes and test for nerve impairment.
- Describe an emergency department report, including typical content, format, and turnaround time.
- Identify and understand anatomy and major components of the neurologic system.
- Describe diseases affecting the neurologic system.
- Describe the major psychiatric disorders.
- Recognize classes of pharmaceuticals used in the treatment of neurologic and psychiatric disorders.
- Recognize standardized tests used to evaluate learning and behavior.
- Describe a neuropsychological evaluation report, including typical content, format, and turnaround time.
- Analyze major components of blood and describe their function.
- Explain the importance of the ABO and RH antigen systems in blood transfusions.
- Describe diseases affecting red blood cells and white blood cells.
- Define coagulopathy and hemophilia.
- Differentiate between the major forms of cancer.
- Describe various treatment modalities for cancer.
- Define tumor staging and the TNM system.
- Evaluate an outpatient visit note, including typical content, format, and turnaround time.
- Identify and understand the organs and functions of the immune system.
- Describe concepts in the prevention of infectious disease.
- Describe the major categories of disease that affect the immune system.

- Recognize common microbial pathogens and transcribe them using the correct style and nomenclature.
- Evaluate an autopsy report, including typical content, format, and turnaround time.

Topics to be studied:

Part 1: An Introduction to Medical Transcription

Overview of the Profession

The Medical Transcriptionist as a Member of the Healthcare Team, the Transcription Process, Speech Recognition, Changes in Medical Transcription, Employment Opportunities, Personal Attributes of the Medical

Transcriptionist, Required Knowledge and Skills

Professional Principles of Transcription

Increase Speed while Striving for Accuracy, Certification, Ethical Guidelines, Professional Development

Basic Transcription Skills

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Editing for Clarity, Proofreading for Accuracy, Dealing with Jargon and Clipped Sentences,

Transcribing Different Styles, Understanding Dictator Accents

Reference Skills

Searching for Terms, Using Transcription References, Using Electronic References, Online Resources

Medical Records

Standard-Setting Organizations, Problem-Oriented Medical Records, Medical Report Formats, Components of Hospital Charts,

Medicolegal Issues

Medical Transcription and Technology - Transcription Tools

Digital Recorders, Transcription Software, Speech Recognition Software, Foot Pedal, Headset, Analog dictation

Personal Computers

Introduction to Windows, the Monitor, Mouse, and Keyboard, Computer Maintenance, Word Processing

Productivity Tools

Templates, Macros, Text Expanders

Electronic Communications

Networks, the Internet, Email, File Transfers, Encryption, Facsimiles

Computer Security

Viruses, Spam, Malware, Windows Updates, Firewall, Passwords

Injury Prevention

Posture and Body Mechanics, Computer Equipment, Other Health Issues

Medical Terminology Review - Word Parts and How They are Combined

Root Words and Combining Forms, Prefixes, Suffixes, Suggestions for Learning Medical Terms

Anatomical Terms That Map the Human Body

Levels of Organization, Body Cavities and Regions, Divisions of the Spinal Column

Diagnostic Terms to Assess the Human Body

Directional and Positional Terms, Combining Forms Referring to Color, Pain Assessment, Medical Imaging Terms

Basis of Disease and Forms of Treatment

Pharmacology, Surgery

Perfecting Your Editing Skills - Deciding When to Edit Repairing Sentence Fragments and Run-On Sentences

What is a Sentence, Fragments, Run-on Sentences, Exceptions to the Rules in Medical Reports?

Creating Subject-Verb Agreement

Complicating Factor: Inverted Order Sentences, Complicating Factor: Intervening Words and Phrases

Creating Agreement between Pronouns and Antecedents

Pronouns as Subject or Object, Pronoun/Subject Agreement, Who versus Whom, Myself, Himself, and Other Reflexive Pronouns

Punctuating with Commas, Semicolons, and Colons

Commas: To Introduce, Commas: To Separate, Semicolons, Colons

Using Dashes, Quotation Marks, and Parentheses

Dashes, Quotation Marks, Parentheses

Using Modifiers to Achieve Correct Meaning

Related Words Should Be Placed Together, Misplaced or Dangling Modifiers

Forming Plurals

Rules for Plural Forms, Other Plural Forms, Forming Plural Abbreviations, Plural Numbers and Units of Measure, Correcting

Dictation

Using Capitals Correctly

Proper Nouns, Pharmaceutical Abbreviations, Acronyms, Abbreviations, Eponyms, Drug Allergies, Document Elements

Using Numbers in Word or Figure Form

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Dates, Age, Time, Money, Measurements, Mathematical Expressions, and Symbols, Vertebrae
Decimals and Fractions, Numeric Ranges

Using Abbreviations Correctly

To Abbreviate or Not to Abbreviate, Units of Measure, Punctuation with Abbreviations, Plural Abbreviations, Abbreviations That

Have Multiple Meanings, Shorthand Dictation, Using Apostrophes Correctly, Contractions, Years, Possessive Forms, Plurals

Using Hyphens Correctly

Compound Adjectives, Prefixes and Suffixes, Suspended Hyphens, Specific Words, Other Uses of the Hyphen

Part 2: Transcribing for the Specialties – Students will build language skills; build transcription skills by exploring the following Medical Office fields and terminology banks. They will be required to correctly pronounce and spell terminology as well as transcribe documents pertaining to each of the following specialties:

Dermatology Ophthalmology Otorhinolaryngology
Pulmonology Cardiology Gastroenterology
Obstetrics and Gynecology Urology and Nephrology Orthopedics
Neurology and Psychiatry Hematology-Oncology Immunology

Relationship of Course to Program or Discipline Learning Outcomes:

| Associate of Applied Science in Business Technology (BTEC) Program Outcomes: | |
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| At the conclusion of the AAS in Business Technology program, students will: | |
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| Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role. | X |
| Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information. | X |
| Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics. | X |
| Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts. | |
| Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics. | |
| Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities. | X |
| Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg. | |

| Relationship of Course to General Education Learning Outcomes: | |
|---|---|
| Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements. | X |
| Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions. | |
| Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts. | |
| Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication. | |
| Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills. | |
| The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art. | |
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Special projects or requirements of the course:

Advanced Hands-on Projects that covers proof reading and transcribing a wide variety of Medical Documents based on real world dictations using electronic software applications.

Prepare Medical Office Reports accurately within time constraints.

Quizzes

Research/written reports

Additional information: Students with knowledge of medical terminology in all disciplines are more successful in this course.

Students must pass this course with a "C" or better to receive the Medical Office Assistant or Insurance Certificate. BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by: Carol C. Thomas, Associate Professor

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