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_Course—Ou11ine

MEDICAL MACHINE TRANSCRIPTION

SPR 234-4

revised   SEPTEMBER   W^

MEDICAL MACHINE TRANSCRIPTION
SEMESTER III

TEXT: Dictaphone Medical Transcription Course Student
                     Workbook; glossary for above workbook.

TERMINAL
OBJECTIVES: To develop skill in recognizing medical prefixes,
                     word roots, combining forms and suffixes; to
                     develop spelling skill in transcribing medical
                     terminology from a variety of special areas of
                     medicine; to expose the student to some of the
                     many formats of medical records found in hospitals.

LEARNING
EXPERIENCE;   Using the self-directed workbook, the student will
                     transcribe ten lessons from the course without
                     the use of guided text.

                     The student will be drilled in difficult/unfamiliar
                     terminology from the lessons and will be able to
                     type and spell terminology dictated by the
                     instructor as well as give a brief definition of
                     each term.

EVALUATION;   All practice transcription will be typed as good
                     copy first time. The material will be proofread
                     by the student against the transcription key. All
                     corrections will be made on the original copy
                     before turning in to instructor for recording.

                     A test will be given after each two lessons on
                     familiar material. A test will be given after the
                     completion of all practice lessons on unfamiliar
                     material.

ESTIMATED TIME
TO ACHIEVE: 50 periods at fifty minutes each