

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

MEDICAL MACHINE TRANSCRIPTION

SPR 234-3

r 6 V i S 6 d SEPTEMBER 19 80 BY MARY-ANN ILES

MEDICAL MACHINE TRANSCRIPTION
COURSE OUTLINE
PAGE TWO

Final mark will determined as follows:

- (a) daily machine transcription/applications/exercises for each Objective = /20
- (b) three timed production tests on machine transcription = /30
- (c) end of term test on machine transcription = /50

SPECIFIC OBJECTIVES:

OBJECTIVE I – PREFIXES, WORD ROOTS, COMBINING FORMS, SUFFIXES

4 periods of application exercises from student workbook

OBJECTIVE II – WORD ENDINGS, PLURALS, NOUNS, AND ADJECTIVES

4 periods of application exercises as assigned by instructor

OBJECTIVE III – ANTONYMS, EPONYMS AND HOMONYMS

4 periods of application exercises as assigned by instructor

OBJECTIVE IV – MEDICAL CHART NOTES/CORRECTIONS

3 periods of application exercises as assigned by instructor

OBJECTIVE V – PREPARING A HISTORY AND PHYSICAL

6 periods of application exercises from handwritten/arranged material as assigned by instructor

4 periods of machine transcription of histories and physicals

OBJECTIVE VI – PREPARING MISCELLANEOUS MEDICAL REPORTS

6 periods of application exercises from handwritten/arranged material as assigned by instructor

4 periods of machine transcription of miscellaneous reports

ESTIMATED TIME TO ACHIEVE: 42 periods at 50 minutes each

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TEXTS: Dictaphone Medical Transcription Course, Student Workbook
by Dictaphone Corporation.

Taber's Cyclopedic Medical Dictionary by F. A. Davis.

The Medical Word Book by S. B. Sloane.

Medical Typing Drills by M. Thomson.

SUPPLIES;

white bond typing paper (no erasable paper)
correction devices (liquid paper, eraser, tape)
filing folders (letter size, about five)

TERMINAL OBJECTIVES:

- (a) to develop skill in recognizing medical prefixes, word roots, combining forms and suffixes
- (b) to develop spelling skill in transcribing medical terminology from a variety of special areas of medicine
- (c) to expose the student to the most common drug names, generic and trade names
- (d) understand the different methods used in preparing medical chart notes; how to correct an error made into the chart
- (e) show a knowledge of the basic information to be found in patient notes
- (f) prepare a formal history and physical using a variety of acceptable styles
- (g) to develop skill in transcribing medical histories, physicals and miscellaneous medical reports from machine transcription.

MARKING SCHEME:.

85 - 100 = A

70 - 84 = B

60 - 69 = C

Below 60 = Incomplete