

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Medical Office Keyboarding

CODE NO. : HOA108

SEMESTER:

PROGRAM: Health Office Administrative Support Certificate

AUTHOR:

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:

"Laurie Poirier"

Apr.
13/09

TOTAL CREDITS: 3

CHAIR

DATE

PREREQUISITE(S): Keyboarding experience

HOURS/WEEK: 3 hr.

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For additional information, please contact Laurie Poirier, Chair
School of Continuing Education
(705) 759-2554, Ext. 2665

I. COURSE DESCRIPTION:

This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. This course is not intended to be a “learn to type” course. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter on-the-job, and will improve their keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Demonstrate keyboarding with speed and accuracy.

Potential Elements of the Performance:

- Complete keyboarding exercises with a minimum speed of 35 nwpm (net words per minute).
- Create documents that have 5 or less errors

2. Produce documents that are accurate for grammar, punctuation and use of capitals

Potential Elements of the Performance:

- Complete keyboarding exercises using appropriate grammar.
- Complete keyboarding exercises using appropriate punctuation
- Complete keyboarding exercises with appropriate use of capital letters.
- Create documents with 5 or less errors.

3. Demonstrate the correct formatting and layout of various medical reports

Potential Elements of the Performance:

- Create a variety of medical reports such as patient history and physical examination, operative reports, pathology reports, radiology reports, special procedures and Workers Compensation letter

4. Demonstrate the use of MS Excel for scheduling

Potential Elements of the Performance:

Format a basic tool for staff scheduling using MS Excel.
Enter scheduling data into the tool.

5. Relate the basic concepts of medical transcription

Potential Elements of the Performance:

State the purpose of transcribing medical reports
Explore the requirements for transcribing medical reports
Discuss the legal and ethical implications of medical transcription.
Experiment with the transcription process

III. TOPICS:

1. Keyboarding speed and accuracy
2. Grammar
3. Punctuation
4. Capital letters
5. Medical reports
6. Scheduling tools
6. Medical transcription

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Textbook:

Basic Keyboarding for the Medical Office Assistant
3rd Edition
Author: Edna Jean Moss
Publisher: Thomson / Delmar Learning
ISBN: 1-4018-1189-2

Software: All the Right Type

V. EVALUATION PROCESS/GRADING SYSTEM:

Practical Assignments:	60%
Theory Assignment:	15%
Final Assignment:	<u>25%</u>
Total:	100%

Process for assessment and evaluation is outlined in the attached syllabus.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *<choose November, March, or June>* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.