

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	Health Office Keyboarding		
CODE NO. :	HOA108	SEMESTER:	13F
PROGRAM:	Health Office Administrative Support		
AUTHOR:	Karen Gillgrass		
DATE:	Sept. 2013	PREVIOUS OUTLINE DATED:	09F
APPROVED:	"Ted Newbery"		Sept. 2013
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		CHAIR	DATE
TOTAL CREDITS:	3		
PREREQUISITE(S):	MED111		
HOURS/WEEK:	15 hours per week for three weeks		

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For additional information, please contact Ted Newbery, Chair
School of Continuing Education
(705) 759-2554, Ext. 2448

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:

Keyboarding for the Medical Office Session 1-60, Paradigm Publishing

V. EVALUATION PROCESS/GRADING SYSTEM:

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

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:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.