

I. COURSE DESCRIPTION:

This course is designed to instruct the user with beginning medical transcription skills. The students will become familiar with basic medical reports, related medical terminology and appropriate formats for transcribing the reports. The student will use specialized rules of grammar and punctuation specific to medical reports. The student will incorporate the rules of capitalization, numbers, hyphens, abbreviations and acronyms as they relate to medical reports.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Transcribe medical reports with speed and accuracy.
Potential Elements of the Performance:
 Complete transcription exercises with a minimum speed of 50 nwpm (new words per minute)
 Create documents that have no errors.
2. Produce documents that are accurate for grammar, punctuation and use of capitals, measurements, appropriate use of numbers and symbols.
Potential Elements of the Performance:
 Complete transcription exercises using appropriate grammar.
 Complete transcription exercises using correct punctuation.
 Complete transcription exercises using appropriate use of capital letters, measurements, use of numbers and symbols.
 Create documents with no errors.
3. Demonstrate the correct usage of abbreviations, acronyms and brief forms.
Potential Elements of the Performance:
 Transcribe a variety of medical reports using proper abbreviations, acronyms and brief forms following the correct usage of capitalization, spacing and placement within a report.
4. Demonstrate the correct formatting and layout of various medical reports.
Potential Elements of the Performance:
 The student will be able to create a variety of medical reports, including physical examinations operative reports, discharge summaries, consultation reports and specialized reports.
 The student will be able to describe the content and purposes of inpatient and outpatient medical reports used in this course.
5. Spell correctly and define, both English and medical terms.

Potential Elements of the Performance:

The student will be able to correctly spell and define English and medical terms either with the use of a dictionary, reference book or reliable Internet resource.

6. Define prefixes and suffixes.

Potential Elements of the Performance: The student will be able to define prefixes, suffixes, and be able to combine forms.

7. Demonstrate the legal and ethical implications of medical transcription.

Potential Elements of the Performance:

The student will be able to describe the importance of the confidential nature of medical reports and be aware of ethical guidelines.

III. TOPICS:

1. Transcription speed and accuracy.
2. Proper use of grammar and punctuation.
3. Capitalization, number usage, symbols.
4. Abbreviations, acronyms and brief forms.
5. Medical reports and forms.
6. Medical/legal ethical issues.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Hillcrest Medical Center
 Beginning Medical Transcription Course
 6th Edition
 Author: Patricia A. Ireland, Mary Ann Novak
 Publisher: Delmar Cengage Learning
 ISBN-13: 978-1-4018-4108-0
 ISBN-10: 4018-4108-2

WAVpedal 7 and software.
 Headphones.

V. EVALUATION PROCESS/GRADING SYSTEM:

| | |
|--|-----|
| Quizzes/ Timed Writings / Editing and critical thinking activities. | 40% |
| Transcribed reports. | 60% |

The following semester grades will be assigned to students:

| Grade | <u>Definition</u> | <i>Grade Point Equivalent</i> |
|--------------|--|-------------------------------|
| A+ | 90 – 100% | |
| A | 80 – 89% | 4.00 |
| B | 70 - 79% | 3.00 |
| C | 60 - 69% | 2.00 |
| D | 50 – 59% | 1.00 |
| F (Fail) | 49% and below | 0.00 |
| 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:

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.

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.

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

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.

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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. *<Optional: It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.>*

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.