



**I. COURSE DESCRIPTION:**

This course is designed to build on the foundation laid in a beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct, dictation heard in the work environment of a medical transcriptionist. 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:

Forrest General Medical Centre

Advanced Medical Transcription Course

3<sup>rd</sup> Edition

Author: Donna L. Conerly-Stewart and Wanda L. Lott

Publisher: Delmar CENGAGE Learning

ISBN-13: 978-1-4018-3350-3

ISBN-10: 1-4018-3350-0

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:

<b>Grade</b>	<b>Definition</b>	<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. *<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.>*

## VII. COURSE OUTLINE ADDENDUM:

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