



**I. COURSE DESCRIPTION:**

Learn concepts and standards of style and format of medical reports and basic grammar rules in medical documentation. Prepare for medical transcription by applying industry standards, as set by the Association for Healthcare Documentation Integrity. The course introduces information not encountered outside of healthcare documentation. The student will review dictation “clips” that briefly introduce the student to dictation, and allow for practice in applying the standards. This will prepare the student for “Medical Transcription Fundamentals” (MTC105).

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Potential Elements of the Performance: Demonstrate the ability to recognize and prepare health record documents by applying proper formatting to create medical chart notes and correspondence.
2. Potential Elements of the Performance: Demonstrate the ability to apply proper use of punctuation and grammar following industry standards as set by the ADHI.
3. Potential Elements of the Performance: Demonstrate the ability to communicate effectively using abbreviations, acronyms and brief forms; knowledge of the variability in standards in the healthcare industry.
4. Potential Elements of the Performance: Demonstrate the ability to proofread documents and correct transcripts using the ADHI standards.
5. Potential Elements of the Performance: Demonstrate knowledge of the role of the medical transcriptionist in the healthcare industry including ethical and legal responsibilities.
6. Potential Elements of the Performance: Demonstrate knowledge of the technology involved in medical transcription and ability to adapt to transcription environment.

**III. TOPICS:**

1. Medical transcription role and responsibilities.
2. Medical transcription tools.
3. Medical report formatting including correspondence.
4. Proofreading, making corrections and quality assurance.
5. Transcription guidelines.  
Grammar, punctuation, capitalization, numbers, figures and abbreviations.
6. Practice dictations.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

**Medical Transcription  
Techniques and Procedures  
Sixth Edition  
March O. Diehl  
ISBN-13: 978-1-4160-2347-0  
ISBN-10-1-4160-2347-X  
(CD ROM included)**

**WAVpedal 7 and software.  
Headphones.**

**V. EVALUATION PROCESS/GRADING SYSTEM:**

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.

**VII. COURSE OUTLINE ADDENDUM:**

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