



**I. COURSE DESCRIPTION:**

This course will enhance the learning achieved in previous and prerequisite courses for medical transcription that students need to enter the field with confidence. Students will experience a practical and effective approach, with follow-up to promote class discussion and exercises designed to reinforce concepts and procedures. Students will have a conceptual and practical understanding of general medical terms and various medical specialties in a way that is easy to remember. Detailed transcription tips throughout the course will offer useful information and hints. The course includes 10 hours of actual dictation, sample reports, and other data needed to prepare the documents discussed in the class.

**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 create a medical document in the correct medical report format.
2. Potential Elements of the Performance: Demonstrate the ability to research medical terms and definitions by using approved reference materials including reference books and Internet related searches.
3. Potential Elements of the Performance: Demonstrate the ability to create error-free documents by proofreading and error analysis.
4. Potential Elements of the Performance: Demonstrate a proven knowledge in ethics and confidentiality as related to medical transcription.
5. Potential Elements of the Performance: Demonstrate the ability to transcribe and format error-free reports using a digital transcription device.

**III. TOPICS:**

1. Medical reports, correct formats.
2. Research techniques.

3. Proofreading skills/error analysis.
4. Ethics, confidentiality awareness.
5. Review of style guides.  
Review of grammar, punctuation, ADHI rules, abbreviations.
6. Practice of medical transcription.  
Transcription and review of terms relating to:  
Dermatology, otorhinolaryngology, ophthalmology, pulmonary medicine, cardiology and hematology, gastroenterology, endocrinology, urology and nephrology.

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

**Medical Transcription Fundamentals and Practice  
Third Edition  
Health Professions Institute  
ISBN-0-13-188143-4  
(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><u>Definition</u></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.